



OPEN

Meals and Transportation Services

Request For Qualification

HS - Area Agency on Aging

95230, 95294, 96347

Project ID: HS-AAA-METRS-03-25

Release Date: Friday, March 28, 2025

Due Date: Thursday, May 15, 2025 12:00pm

Posted Friday, March 28, 2025 5:00am

All dates & times in Central Time

Time Remaining: 29 days, 1 hours, 40 minutes

[1. Contact Information](#)

[2. Addenda Confirmation](#)

[3. Submission Details/Uploads/Required Documents](#)

[4. Company Profile](#)

[5. Submit](#)



Incomplete

Options

Save

Galveston County Parks Response

Export to CSV

1. Submission Upload Section

Please complete each section listed below and upload/respond to the questions or provide the information as directed.

2. Qualifications, Experience, Capability and Suitability

2.1. Statement of Firm Qualifications*

Provide a summary of key aspects of the firm's qualifications as it relates to this solicitation and indicates the Firm's commitment to provide the services proposed and certify that all statements and information prepared and submitted in the response to this Solicitation are current, complete, and accurate; and that the proposed solution for the project meets all the requirements of this Solicitation.

Maximum response length: 3000 characters

B I U [List Bullets] [List Numbered] [Link] [Image]

Galveston County, Texas was formed in 1883. In 1976, Galveston County established the Senior Citizens program to serve adults who are 60 years of age and older under the Community Services Department of the County. In 2003, the Senior Citizens program merged with the Galveston County Department of Parks & Senior Services. Three funding sources (e.g. federal, state and local) create the basis which supports the Senior Services Division. The federal and state support, through the Older Americans Act, Title III programs has been a traditional source of funding through the decades. We rely on program donations from participants, civic groups and the County's General Fund to enhance and ensure the programs' success. In October 2014 our name was changed to Galveston County Parks and Cultural Services.

Galveston County is a county system of government which includes the County Judge and four (4) Precinct Commissioners. Julie Walker is the Director of the Parks & Cultural Services Department, with Martha Lee as our Assistant Director, our senior department staff consists of 13 employees, who are highly trained and qualified for various diverse job responsibilities. In 2006 we were accredited by NCOA/NISC for our senior programming. We provide (2) reimbursable services, Congregate Meals and Transportation services. In addition we provide information, referrals, education, fitness, recreation, and many other activities to the senior clients we serve in our community centers as well as those who are homebound in the community. In 2020, due to COVID and closures of our community centers we were able to successfully adjust from in person congregate meals to home delivered meals to ensure the clients we serve did not go out without this service. Galveston County maintains written policies and procedures that provide for the availability of facilities, vehicles, and food for participants in emergencies and disasters as outlined in Emergency Management under General Requirements.

We have an excellent reputation for providing senior services in Galveston County. Our audits by various funding source and in the internal and external county auditors have shown no reportable conditions or findings. Our division consistently proves its ability to provide outstanding services, and in fact we often provide additional

services when requested. Galveston County Senior Services has proven its commitment to our seniors over the years and we continue our commitment to provide the services proposed in this Request for Proposal Application. We also certify that all statements and information prepared and submitted in this RFP are current, complete, Maximum 3000 characters (232 remaining)

✓ 2.2. Statement of Suitability/Special Qualifications*

Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, the proximity of office to project location, and any services offered by the firm that may be particularly suitable for this project.

B I U [List icons] [Link icon] [Image icon]

We all keep aging, but the county of Galveston likes to keep it eng-aging at our three Senior Community Centers. Our centers enrich the lives of Galveston County active adults 60 years of age and older with exceptional life experiences!

Senior Services is part of Galveston County Parks & Cultural services department. Our department mission is to "offer exceptional life experiences" and our three community centers are no exception. We offer a wide variety of programs to enlighten, empower, and encourage involvement and independence. We want aging to be eng-aging. We want our seniors to get energized and get involved. Each of our centers has its own unique style which reflects the extraordinary participants that have chosen to make that center part of their day. We have close to 600 participants within the county. We serve congregate meals currently at 6 locations - Dickinson, Bacliff, La Marque, Texas City, Friendswood, and League City.

In FY 24 we served 40,398 meals to seniors not including hurricane rations and shelf stables. This averages out to over 3,365 meals per month, which has a huge impact to the community. Combined with transportation to and from the center and for essential shopping we are a lifeline for many of the county's seniors. Our seniors meet many of the risk factors that affect the aging population low socioeconomic status, chronic illness, unmarried/unpartnered, race/ethnicity, weak family structure and living in a rural community. Without the centers and the programs we are able to offer, many of our seniors would not get the services they so desperately need and would become victims of social isolation. Here is what the seniors say about our programs:

"Before finding the center I was so bored & lonely I wanted to die, I even asked my lord to take me"

"It gets me out of the house, exercise, enjoy living with other people. More open to people. Yes, it has changed my life!"

"It has changed my life tremendously. I am more active and can carry conversations easily. I feel very happy."

"It makes me feel like I still am useful in life – "

So do we make a difference for seniors with our programs, yes! Are congregate meals and transportation part of that importance to our community, yes!

✓ 2.3. Firm Overview: History, Growth, and Personnel Resources*

Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices.

B I U [List icons] [Link icon] [Image icon]

Galveston County is one of 254 county governments in the state of Texas. The northern areas of the Galveston County, in particular League City and Friendswood, other incorporated cities in Galveston County include Texas City, La Marque, Santa Fe, Hitchcock, Dickinson and Kemah. Unincorporated areas in the County consist of the Bayshore-Bacliff-San Leon community and Bolivar Peninsula.

In the fall of 2002, the Commissioners Court voted to place the Senior Citizens Programs under the jurisdiction of the Galveston County Department of Parks & Cultural Services. In 2014, Commissioners Court also voted to include the County Museum under the jurisdiction of the Parks Department, changing the name from Parks & Seniors Services, to Parks and Cultural Services.

Our staff consists of 13 employees, who are highly trained and qualified for various diverse job responsibilities. Galveston County Senior Services Division Provides Adventures, Healthy Meals, Recreational Activities and More. The Senior Service program has 3 senior centers, each staffed by a recreation specialist, activity assistant, and transportation driver, that provide recreational services to independent senior citizens in Galveston County. We are very fortunate to be supported by the County to the extent that we are. In 2006 we became accredited by NCOA/NISC for our senior programming at our (4) community centers for a five year period. In 2010 we were reaccredited by NCOA/NISC for our (3) community centers for a five year period for the exception of Galveston Community Center (closed since Hurricane Ike 2008). Today we serve congregate meals to adults 60+ at (6) locations throughout the county, Bacliff, Dickinson, League City, Friendswood, Texas City, and La Marque, we are currently working to add another congregate meal city on Galveston Island. Currently we provide transportation services to adults 60+ at our (3) senior community centers. Our mission is to offer seniors delicious and healthy meal options, a variety of stimulating activities, exciting field trips, engaging special events and convenient transportation to and from our centers.

We have an excellent reputation for providing senior services in Galveston County. Our audits by various funding sources and in the internal and external county auditors have shown no reportable conditions or findings. Our division has consistently proven its ability to provide services contracted/vended for. In fact we often provide additional services when requested.

✓ 2.4. Organizational Chart*

Please upload organizational chart here.

[Senior Services Org Chart.pdf](#)

[Judge and Commissioners 2025.docx](#)

File



Drop some files here or click to select files to upload.



✓ 2.5. Key Personnel Qualifications*

Submit detail outlining the project manager and key staff members and a clear indication as to their involvement in the project. Brief resumes of staff members, including field staff, must be included. Please upload resumes in the separate section marked "Resumes". Substitutions for essential personnel involved will not be allowed without H-GAC's prior approval and resulting delays will be the responsibility of the Contractor. H-GAC retains the right to request the removal of any personnel found, in H-GAC's opinion, to be unqualified to perform the work. Submit additional information Respondent deems pertinent to demonstrating qualifications and/or experience to perform the services being requested such as memberships in any professional associations, documents, examples, and others.

[The project manager for the Galveston County.pdf](#)

File

Drop some files here or click to select files to upload.



✓ 2.6. Resumes*

Please upload resumes here.

[Resumes.pdf](#)

File

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✓ 2.7. Certifications/Ratings/Recognitions*

Include any certifications, industry ratings, and achievement recognitions, etc., to attest to the level of experience and success. Describe innovations that the firm might have introduced or employed to increase project adherence to technical standards.

B *I* U

In 2006 we became accredited by NCOA/NISC for our senior programming at our (4) community centers for a five year period. In 2010 we were reaccredited by NCOA/NISC for our (3) community centers for a five year period for the exception of Galveston Community Center (closed since Hurricane Ike 2008).

Our division has added processes to ensure quality assurance of all required paperwork, we provide hands on training to all new staff immediately upon hire.

✓ 2.8. Certifications/Licenses (State or federal agencies that license and/or regulate your business and/or services.)*

Attach a copy of all applicable certifications and licenses.

[CPR_AED.pdf](#)

[Safeguard_Confidential_Info.pdf](#)

[Food_hanmgr_permits.pdf](#)

[Defensive_Driving.pdf](#)

[SKM_C550i25040916470.pdf](#)

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3. Past Performance/References

✓ 3.1. Past Performance/References*

Provide responses for five (5) contracts or grants where the proposer provided similar services in the past five (5) years. Include any contracts with public assistance entities, regional planning organizations, or organizations similar to H-GAC. H-GAC may verify the listed information. Follow the format below for each contract/grant.

Contract/Grant #:

- A. Agency/Organization:
- B. Customer point of contact (including name, phone number and email address):
- C. Project name, contract, grant and/or task order number:
- D. Stated or not to exceed contract or grant dollar value at award and amount actually spent:
- E. Period of performance:
- F. Detailed description of work performed, roles and responsibilities

[Past_Performance_References.docx](#)

File

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4. Financial Stability/Resources

✓ 4.1. Financial Stability/Resources*

Provide evidence of financial responsibility and stability for performance of the requirements/services. In addition, the Respondent must disclose the source of any outside financial resources that will be utilized by the Respondent to enable it to perform any Contract awarded pursuant to the solicitation. If requested by H-GAC Respondent must provide copies of documents to show the financial capability to demonstrate financial solvency, and to verify the capacity to fulfill the requirements of this solicitation. The documents may include but are not limited to the Respondent's most recent financial statement. H-GAC reserves the right to require any additional information necessary to determine the financial integrity and responsibility of a Respondent and to reject a response on the grounds of the Respondent's financial soundness.

[FY2023_Federal_Single_Audit_Report.pdf](#)

[FY2023_State_Single_Audit_Report.pdf](#)

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✓ 4.2. Responsibility*

Has the firm ever been removed from a Services contract, had a contract terminated for default, or failed to complete a contract as assigned?

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Not to my knowledge

✓ 4.3. Litigation*

Has the firm been involved in any litigation in the past five years? Describe your experience with litigation with Owners and/or Contractors. List any active or pending litigation and explain.

B *I* U

Yes, the County has been involved in litigation for the past five years for ad valorem collections, i.e., property taxes, which have not been paid. The County does not have any litigation with owners and/or contractors. There are too many active tax suits to list. They may be viewed by going to our website <https://portal.galvestoncountytx.gov/portal> and doing a smart search and entering Galveston County in the search engine, and the cases will populate.

✓ 4.4. Insurance: Does your agency have liability insurance?*

Yes

No

✓ 4.5. Insurance*

Please attach a copy of your insurance policy.

[Insurance_Statement_to_HGAC_2025.pdf](#)

File

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✓ 4.6. Bonding: Is your organization bonded?*

Yes

No

✓ 4.7. Bonding*

If yes, state the bonding agency

Galveston County is a local government entity/political subdivision, and we are neither bonded nor required to be.

4.8. Bonding*

Please attach bonding documentation.

File

Drop some files here or click to select files to upload.





5. Methodology/Approach

✓ 5.1. Methodology/Approach/Schedule*

Describe the firm's current workload and the plan to incorporate and manage this project to maintain the schedule. Respondent must describe clearly, specifically, and as completely as possible, its proposed methodology and schedule for achieving the objectives and requirements of this Solicitation. Respondent should identify all tasks to be performed to be responsive to the scope of work, including project activities, materials, and other products, services, and reports to be generated during the contract period and relate them to the stated purposes and specifications described in this solicitation.

 [Congregate Meal Operational Plan 2022.docx](#) 

 [2024 Emergency Response Plan.pdf](#) 

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6. Budget and Match Forms


✓ 6.1. Budget and Match Forms*

Complete budget form for each proposed service.


Complete In-Kind Match Forms provided.

Both forms must be completed and submitted with response.

 [2025 RFP Budget.xlsx](#)

 [Exhibit 1 In-Kind Match Forms.xls](#)

Your file uploads:

 [2025 RFP Budget \(2\)-Updated.xlsx](#) 

File

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7. Required Documents/Certifications/Confirmations Section

The documents/certifications/confirmations below are required for every Solicitation.

7.1. Complete Signature Page*

Please download the below documents, complete, and upload. **This form must be returned signed with the response or the submission will be deemed non-responsive and will be rejected.**

 [Signature Page v11.02.23.pdf](#)

Your file uploads:

File

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✓ 7.2. Contact by Respondent*

To ensure a fair and competitive environment, direct communication between H-GAC employees other than the Solicitation Contact or any party able to create an unfair advantage to Respondent or disadvantage to other Respondents with respect to the Solicitation process, or the award of a Contract is strictly prohibited. This restricted period of communication begins on the issue date of the Solicitation and for Respondent(s) not selected for award ends with the conclusion of the protest period identified in the Solicitation document and for Respondent(s) selected for award ends with the Contract execution. This restriction does not apply to communications to other H-GAC employees during a Pre-Proposal/Bid or Response conference or other situations where the Solicitation Contact has expressly authorized direct communications with other

staff. A Respondent who intentionally violates this requirement of the Solicitation process or otherwise deliberately or unintentionally benefits from such a violation by another party may have its Submission rejected in accordance with H-GAC Procurement Policy. Respondent(s) will not offer any gratuities, favors, or anything of monetary value to any official or employee of H-GAC (including any and all members of the evaluation committee) for the purposes of influencing consideration of any Submission.

Respondent agrees and understands the above requirement.

Please confirm

7.3. Small and Minority Business, Women's Business Enterprise, and Labor Surplus Affirmation*

Please download the below documents, complete, and upload.

[Small-and-Minority-Business-Women-Business-Enterprise-Labor-Surplus-Affirmation-Form \(1\).pdf](#)

Your file uploads:

File

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7.4. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Covered Contracts *

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Respondent certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency or by the State of Texas and at all times during the term of the Contract neither it nor its principals will be debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency or by the State of Texas. Respondent shall immediately provide the written notice to H-GAC if at any time the Respondent learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances. H-GAC may rely upon a certification of the Respondent that the Respondent is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless the H-GAC knows the certification is erroneous.

Please download the below documents, complete, and upload.

[Certification-Regarding-Debarment \(1\).pdf](#)

Your file uploads:

File

Drop some files here or click to select files to upload.



7.5. Certification Regarding Lobbying/Byrd Anti-Lobbying Amendment*

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub- recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Please confirm

7.6. Certification Regarding Drug-Free Workplace Requirements*

Respondent represents and warrants that it shall comply with the applicable provisions of the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) and maintain a drug-free work environment. H-GAC may request a copy of this policy upon contract award.

The grantee certifies that it will provide a drug-free workplace by: (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (b) Establishing a drug-free awareness program to inform employees about— (1) The dangers of drug abuse in the workplace; (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation and employee assistance programs, and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a); (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will— (1) Abide by the terms of the statement; and (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction; (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction; (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so

convicted— (1) Taking appropriate personnel action against such an employee, up to and including termination; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Please confirm

✓ 7.7. Equal Employment Opportunity*

Respondent represents and warrants its compliance with all applicable duly enacted state and federal laws governing equal employment opportunities. The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference.

Please confirm

✓ 7.8. Covid-19 Vaccine Passport Prohibition*

Under Section 161.0085 of the Texas Health and Safety Code, Respondent certifies that the individual or business entity named in this Response or contract is not ineligible to receive the specified contract. A business in this state may not require a customer to provide any documentation certifying the customer's COVID-19 vaccination or post-transmission recovery on entry to, to gain access to, or to receive service from the business. A business that fails to comply with this subsection is not eligible to receive a grant or enter into a contract payable with state funds.

Please confirm


✓ 7.9. Filing Reports Form 1295 Certificate of Interested Parties*

No officer, member or employee of the Contractor or Contractors subcontractor, no member of the governing body of the Contractor, and no other public officials of the Contractor who exercise any functions or responsibilities in the review or Contractor approval of this Master Agreement, shall participate in any decision relating to this Master Agreement which affects his or her personal interest, or shall have any personal or pecuniary interest, direct or indirect, in this Master Agreement.

As required by Section 2252.908 of the Texas Government Code, H-GAC will not enter a Contract with Contractor unless (i) the Contractor submits a disclosure of interested parties form to H-GAC at the time the Contractor submits the contract H-GAC, or (ii) the Contractor is exempt from such requirement. The required form and instructions are located at the Texas Ethics Commission website https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. Respondents who are awarded a Contract must submit their Form 1295 with the submission to H-GAC.

Please download the below document, complete, and upload. Download a blank Form here:

<https://www.ethics.state.tx.us/filinginfo/1295/>

 [1295.pdf](#)

Your file uploads:

 [1295_Exemption.docx](#)



File

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✓ 7.10. Conflict of Interest Questionnaire*

No officer, member or employee of the Contractor or Contractors subcontractor, no member of the governing body of the Contractor, and no other public officials of the Contractor who exercise any functions or responsibilities in the review or Contractor approval of this Master Agreement, shall participate in any decision relating to this Master Agreement which affects his or her personal interest, or shall have any personal or pecuniary interest, direct or indirect, in this Master Agreement.

Chapter 176 of the Texas Local Government Code requires contractors contracting or seeking to contract with H-GAC to file a conflict-of-interest questionnaire (CIQ) if they have an employment or other business relationship with an H-GAC officer or an officer's close family member. H-GAC officers include its Board of Directors and Executive Director, who are listed on the H-GAC website. Respondent must complete and file a CIQ with the Texas Ethics Commission if an employment or business relationship with H-GAC officer or an officer's close family member as defined in the law exists. The required questionnaire and instructions are located on the Conflict of Interest page on the Texas Ethics Commission website. <https://www.ethics.state.tx.us/forms/conflict/>

Please confirm to acknowledge that the form will be filed if applicable.

Please confirm

✓ 7.11. False Statement Certification*

Respondent represents and warrants that all statements and information prepared and submitted in this response are current, complete, true, and accurate. Submitting a Response with a false statement or material misrepresentations made during the performance of a contract is a material breach of contract and may void the submitted Response and any resulting contract.

Please confirm

✓ 7.12. Financial Participation Prohibited Certification*

Pursuant to Section 2155.004(a) of the Texas Government Code, Respondent certifies that neither Respondent nor any person or entity represented by Respondent has received compensation from H-GAC to participate in the preparation of the specifications or solicitation on which this Response or contract is based. Under Section 2155.004(b) of the Texas Government Code, Respondent certifies that the individual or business entity named in this Response or contract is not ineligible to receive the specified contract and acknowledges that the contract may be terminated and payment withheld if this certification is inaccurate.

Please confirm

✓ 7.13. Anti-Competitive Behavior/Anti-Trust Affirmation*

Respondent will not collude, in any manner, or engage in any practice, with any other Respondent(s) which may restrict or eliminate competition or otherwise restrain trade. Respondent also represents and warrants that, in accordance with Section 2155.005 of the Texas Government Code, neither Respondent nor the firm, corporation, partnership, or institution represented by Respondent, or anyone acting for such a firm, corporation or institution has (1) violated any provision of the Texas Free Enterprise and Antitrust Act of 1983, Chapter 15 of the Texas Business and Commerce Code, or the federal antitrust laws, or (2) communicated directly or indirectly the contents of this Response to any competitor or any other person engaged in the same line of business as Respondent.

Please confirm

✔ **7.14. Certification of Compliance with Child Support and Medical Support Enforcement ***

Texas Family Code, Subtitle D (Administrative Services), Chapter 231, Section 231.006, Ineligibility to Receive State Grants or Loans or Receive Payment on State Contracts, which requires the following certification: the provider certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

Please confirm

✔ **7.15. Terms and Conditions Confirmation***

Respondent agrees that it has read, understands, and fully intends to comply with the solicitation terms and conditions, and any additional terms and conditions (as applicable and included as additional sections, attachments or additional documents) of this solicitation as applicable to any subsequent contract or funding agency requirements or agreements. Exceptions to these Terms and Conditions are not permitted and will not be reviewed

Please confirm

✔ **7.16. Company W9***

Please upload a current company W9.

 [W9 - new.pdf](#)



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7.17. Company Information*

Please download the below documents, complete, and upload.

 [Company_Information_Form_v3.23.pdf](#)

Your file uploads:

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✔ **7.18. Firm Establishment***

Provide the year the company was founded and/or legally organized. If organized as a business entity other than a sole proprietorship (e.g., corporation, LLC, LLP, etc.), please indicate the type of entity, the state under whose laws the company is organized and the date of organization.

B I U    

Galveston County, Texas was formed in 1883. In 1976, Galveston County established the Senior Citizens program to serve adults who are 60 years of age and older under the Community Services Department of the County. In 2003, the Senior Citizens program merged with the Galveston County Department of Parks & Senior Services. In October 2014 our name was changed to Galveston County Parks and Cultural Services.

✔ **7.19. Firm Locations***

Provide the location of your company headquarters and any field office(s) that may provide services for any resulting contract under this Solicitation, including subcontractors.

B I U    

1. Main Office - Galveston County 4102 Main Street, La Marque, TX 77568, 409-770-6251, martha.lee@co.galveston.tx.us
2. Bayside Community Center 4833 10th Street, Bacliff, TX 77518, 281-316-8822
3. Dickinson Community Center 2417 Hwy. 3, Dickinson, TX 77539, 281-309-5011
4. Wayne Johnson Community Center 4102 Mian Street, La Marque, TX 77568, 409-934-8158
5. City of League City - Hometown Heroes Park, Senior Program 2105 Dickinson Ave., League city, TX 77578, 281-554-1188
6. City of Friendswood-Friendswood Senior Center 416 Morningside, Friendswood, TX 77546, 281-482-8441
7. City of Texas City - Nessler Center Senior Program 2010 5th Ave. N, Texas City, Tx 77590, 409-643-5877 or 409-682-6935

✓ 7.20. Employee Information*

Provide the number of employees in your company, both locally and nationally, and the location(s) from which employees may be assigned.

B *I* U     

Parks & Cultural services Department

Main Office - Galveston County 4102 Main Street, La Marque, TX 77568, 409-770-6251, Julie Walker, Kathryn Ketchum, Letitia Williams, Martha Lee, martha.lee@co.galveston.tx.us

2. Bayside Community Center 4833 10th Street, Bacliff, TX 77518, 281-316-8822 - Jo Ross, Lynn Morse, Dorcel Womack

3. Dickinson Community Center 2417 Hwy. 3, Dickinson, TX 77539, 281-309-5011 - Frankie Haynes, Setsuko Richardson, Forestine Bell

4. Wayne Johnson Community Center 4102 Mian Street, La Marque, TX 77568, 409-934-8158 - Sherita Jenkins, LaBrenda Lee, Patricia Downey

Galveston County has numerous departments and staff, the above are locations and staff related to these grants. For a complete list of department & staff please visit <https://www.galvestoncountytx.gov/home>

< Back

Save Progress

Continue >

Fiscal Year 2025 Request for Proposer Provider Budget

Proposer's Legal Business Name:	Galveston County
Street Address:	722 Moody Ave. Galveston, TX 77550
Mailing Address:	4102 Main Street
City:	LaMarque
Zip Code:	77568
Contact Name:	Martha Lee
Email Address:	martha.lee@co.galveston.tx.us
Website Address:	galvestoncountytexas.gov
Proposer's Service Area:	Galveston County
Are you a State Title XX service provider? (Yes or No):	Yes

Proposer Budget By Service

Cost Area	Congregate Meals	Home Delivered Meals	Transportation	Total
Total Personnel (Include: Salaries, Payroll Taxes & Benefits, & Contract Staff)				
	\$ 182,930		\$ 179,656	\$ 362,586
Total Professional Development (Include: Conference and Training, Dues, and Materials)				
	\$ 750		\$ 1,370	\$ 2,120
Total Food/Meals (Includes Food, Purchase Meal, Freight, Food & Supplies Storage, Consumables, & Other)				
	\$ 294,700			\$ 294,700
Total Equipment: (Includes: Depreciation, Interest, and Leasing)				
				\$ -
Total Occupancy/Building (Include: Rent, Utilities, Depreciation, Insurance, Janitorial, Repairs, & Taxes)				
				\$ -
Total Transportation (Include: Mileage Reimbursement, Delivery, Oil & Gas, Repairs, Insurance, Depreciation, and interest)				
				\$ -
Total Administrative & General (Include: Advertising, Printing, Copying, Office Supplies, Contractual Agreements, Postage, Telecommunications, Insurance-Liability, Bonding, Auto, & Workman's Comp., Legal, Accounting, Consulting, & Other Fees, Audit, & Other)				
				\$ -
Total of All Cost Areas	\$ 478,380	\$ -	\$ 181,026	\$ 659,406
Percentage of Total Cost	72.55%	0.00%	27.45%	100.00%

Funding Sources	Congregate Meals	Home Delivered Meals	Transportation	Total
Title III Funds	\$ 430,454	\$ -	\$ 157,901	\$ 588,355
Other Matching Funds	\$ 2,499	\$ -	\$ 5,518	\$ 8,017
Local Matching Funds (Required)	\$ 42,571	#DIV/0!	\$ 17,429	#DIV/0!
Program Income Funds (Required)	\$ 2,856	\$ -	\$ 178	\$ 3,034
Total Funding	\$ 478,380	#DIV/0!	\$ 181,026	#DIV/0!
Difference	\$ -	#DIV/0!	\$ -	#DIV/0!
Units of Service				
Number of Title III Units	66,250		19,700	
Number of Local Cash Match Units	350		620	
Number of Program Income Units	400		20	
Total Number of Provider Meals/Trips Units	67,000	-	20,340	
Unit Rates				
Title III Unit Rate	\$ 6.50	#DIV/0!	\$ 8.02	
Cash Match Units Rate	\$ 7.14	#DIV/0!	\$ 8.90	
Program Income Unit Rate	\$ 7.14	#DIV/0!	\$ 8.90	
Match Sources				
In-kind Matching				\$ -
Other Matching Funds	\$ 2,499	\$ -	\$ 5,518	\$ 8,017
Local Cash Matching Funds	\$ 42,571	#DIV/0!	\$ 17,429	#DIV/0!
Total Match	\$ 45,070.00	#DIV/0!	\$ 22,947.00	#DIV/0!
Match Requirement Percentage	9.4%	#DIV/0!	12.7%	#DIV/0!

SIGNATURE PAGE

A signature below constitutes acknowledgement and acceptance of all the Solicitation Terms and Conditions. Respondents, their authorized representative, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of this Solicitation at the time a response is submitted to H-GAC. This Solicitation does not commit H-GAC to award a contract, issue a Purchase Order, or pay any costs incurred in the preparation of a submission to this Solicitation. The submission will become part of H-GAC's official files without any obligation on H-GAC's behalf. All Submissions will be held confidential from all parties other than H-GAC, until after a contract is executed; then submissions become available as public records.

Note: Submission must be signed by a duly authorized representative(s) of the respondent, which must be the actual legal entity that will perform the contract if awarded and any total fixed price contained therein will remain firm for a period of one-hundred eighty (180) days following the submission due date and can be further extended by mutual written agreement. Respondent is REQUIRED to sign this <i>Signature Page</i> and return with the submitted response. An unsigned Submission will be deemed non-responsive.	
Legal Name of Entity/Individual Filed with IRS for this Tax ID Number: Galveston County, TX	
Doing Business As (DBA) Name: Galveston County Parks and Cultural Services	
Is Respondent business currently a Certified Small Business (SBA), Minority (MBE) or Disadvantaged (DBE)? Yes ___ No <input checked="" type="checkbox"/> ___ If yes, copy of certificate must be attached.	
Company Mailing Address and Billing Address (if different from company address): 4102 Main Street Billing Address: 722 Moody, Galveston, TX 77550	
City, State, Zip Code: La Marque, TX 77568	
Tax ID Number (EIN): 74-6000908	DUNS Number:
Contact Person: Martha Lee	Phone Number: 409-934-8126
Email Address: martha.lee@co.galveston.tx.us	
Signature of the person authorized to bind Respondent company to any contract/purchase order that may result from this Solicitation and acknowledgement and acceptance of the full Solicitation Terms and Conditions.	
Authorized Signature:	Date:
Printed Name: Mark Henry	Title: County Judge
Email Address: mark.henry@co.galveston.tx.us	

All clarifications will be available in the Question and Answer and Addenda Sections in OpenGov, only the information in these sections should be used in preparing a response; verbal communications and other written documents intended to clarify and interpret will not legally bind H-GAC. H-GAC does not assume responsibility for the receipt of any clarifying information. Respondents must periodically check for updates.



**HOUSTON-GALVESTON AREA COUNCIL
PROCUREMENT AND CONTRACTS
PROGRAM**

**SMALL AND MINORITY BUSINESS, WOMEN’S BUSINESS ENTERPRISE, AND LABOR SURPLUS
AFFIRMATION FORM**

Section A - Schedule of Participation (complete this section only if subcontracting)

H-GAC’s goal is to assure that small and minority businesses, women’s business enterprises, and labor surplus area firms are used when possible in providing services under a contract. In accordance with federal procurement requirements of 2 CFR §200.321, if subcontracts are to be let, the prime contractor must take the affirmative steps listed below:

1. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
2. Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller task or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises;
5. Using the services and assistance as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce

Nothing in this provision will be construed to require the utilization of any firm that is either unqualified or unavailable.

Solicitation Number	Solicitation Title
Proposer/Prime Contractor	Small/Minority/Women Business/Labor Surplus Entity

The above named Small/Minority/Women Business/Labor Surplus Entity named above intends to perform work for the referenced prime contractor for the referenced project to provide the following goods/services: (Please complete one form for each entity).

Description of goods/services to be provided

The undersigned affirms that s/he is a duly authorized official representing the proposed Small/Minority/Women Business/Labor Surplus Entity and affirms that its certification has not expired nor been revoked. (Attach certification letter.)

The undersigned both certify and agree that they will enter into a formal agreement upon execution of the contract for the above referenced project pursuant to all conditions noted in attached documents, swearing and affirming under the pains and penalties of perjury, that the foregoing information and appropriate attachments are true to the best of their knowledge.

Small/Minority/Women Business/Labor Surplus Entity
Authorized Signature

Proposer/Prime Contractor Authorized Signature

Date

Date

****If Small/Minority/Women Business/Labor Surplus Entities are not applicable or unavailable, please complete and submit only Section B or Section C section on page 2.**

Section B - No Subcontracting Statement (complete this section only if subcontracts are not applicable)

The Proposer/Prime Contractor declares to the best of its knowledge, it DOES NOT INTEND to let subcontracts for the referenced project, and the participation of Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Entities is not applicable to the project.

HS-AAA-METRS-03-25

Meals and Transportation Services

Solicitation Number

Solicitation Title

Proposer/Prime Contractor Authorized Signature

Date

Section C - Good Faith Effort Compliance (complete this section only if subcontracts are applicable and entities were solicited, but unavailable)

Proposer **must** provide documentation to support a "good faith" effort in the solicitation of Small/Minority/Women Business/Labor Surplus Entity. A Prime Contractor is a business concern that enters written agreements directly with the entity which includes agreements to provide services (including engineering and legal), supplies, equipment and construction. Submission of documentation to support a "good faith" effort in the solicitation of Small/Minority/Women Business/Labor Surplus Entity is required if no entity is available.

Documentation may include the following:

1. Copies of announcements/postings in newspapers or other media for specific contracting/subcontracting opportunities. Include language in announcements/postings that Small/Minority/Women Business/Labor Surplus firms are encouraged to bid;
2. Copies of announcements/postings of contracting/subcontracting opportunities in trade publications or minority media that target Small/Minority/Women Business/Labor Surplus Entity firms;
3. Documentation of sources used to identify potential Small/Minority/Women Business/Labor Surplus Entity firms;
4. Documentation of contacts with Small/Minority/Women Business/Labor Surplus Entity firms, including the firm name, address, telephone number dates of phone calls, letters and the contact results;
5. Copies of direct solicitation letters sent to all Small/Minority/Women Business/Labor Surplus Entity firms;
6. Copies of the Small/Minority/Women Business/Labor Surplus Entity certification documentation for ALL proposed firms.

Searches should be done of potentially qualified Small/Minority/Women Business/Labor Surplus firms. From these lists, identify those firms in your area to directly solicit. Solicit firms that you would reasonably expect to respond and submit a quote. Document the searches executed and the results of the searches, describe criteria used to determine who on the list(s) to directly solicit (i.e. zip code, distance, etc.) and describe any other resources used to seek qualified Small/Minority/Women Business/Labor Surplus Entity firms.

The undersigned certifies that it has taken the required affirmative steps, and the participation of Small/Minority/Women Business/Labor Surplus businesses is unavailable for the referenced project pursuant to all conditions as noted in the attached documentation which supports a "good faith effort", swearing and affirming under the pains and penalties of perjury, that the foregoing information and appropriate attachments are true to the best of their knowledge.

Solicitation Number

Solicitation Title

Proposer/Prime Contractor Authorized Signature

Date



HOUSTON-GALVESTON AREA COUNCIL
PROCUREMENT AND CONTRACTS
PROGRAM

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Federal Executive Order 12549 requires the Houston-Galveston Area Council (H-GAC) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors/providers. In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Houston-Galveston Area Council or other federal department or agency, may pursue available remedies, including suspension and/or debarment.
2. The potential contractor shall provide immediate written notice to the person to whom this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract," "debarred," "suspended," "ineligible," "participant," "person," "principal," "proposal," and "voluntarily excluded," as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Houston-Galveston Area Council or other federal department or agency, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract? YES NO

5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts " without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in the transaction, in addition to other remedies available to the federal government, Houston-Galveston Area Council, or other federal department or agency, as applicable, may pursue available remedies, including suspension and/or debarment.

Indicate which statement applies to the covered potential contractor:

- The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

NAME OF POTENTIAL CONTRACTOR Galveston County

VENDOR ID NO. /FEDERAL EMPLOYER ID NO. 74-6000908

Signature of Authorized Representative

Mark Henry

Printed/Typed Name of Authorized Representative

Date

County Judge

Title of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective contractor is providing the certification set out below.
2. The inability of a contractor to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective contractor shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective contractor to furnish a certification or an explanation shall disqualify such contractor from participation in this transaction. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
3. The prospective contractor shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
5. The prospective contractor agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
6. The prospective contractor further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Non procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.



COMPANY INFORMATION FORM

RETURN COMPLETED FORM and W9

Company Legal Name (same as line 1 on W-9): County of Galveston

DBA Name (same as line 2 on W-9): _____

Taxpayer Identification Number (EIN): 74-6000908 DUNS Number: _____

Unique Entity ID (SAM): DRP9KU1PVJN4

Mailing Address: 722 Moody Ave., 21st Street

City: Galveston State: TX Zip Code: 77550

H-GAC only issues payment by electronic ACH. H-GAC Finance Department will contact vendor to obtain banking information for electronic payments, enter contact information below:

Contact Person: Dwight Sullivan Phone: 409-766-2210

Email Address: dwigh.sullivan@co.galveston.tx.us

Is your business currently a Certified Small Business (SBA), Minority (MBE) or Disadvantaged (DBE)? Yes No
IF YES, attach copy of your certificate.

Will you accept Purchase Orders? Yes No

Are any of the owners or owners' relatives currently employed by H-GAC? Yes No
IF YES, fill out the Texas Ethics Commission, Conflict of Interest (CIQ) form, located here:
<https://www.ethics.state.tx.us/forms/conflict/>

Signature of person authorized to sign on behalf of the above named Company/Firm:

Print Name: Mark Henry Title: County Judge

Signature: _____ Date: _____

Galveston County, TX
Judge and Commissioners

County Judge, Mark Henry

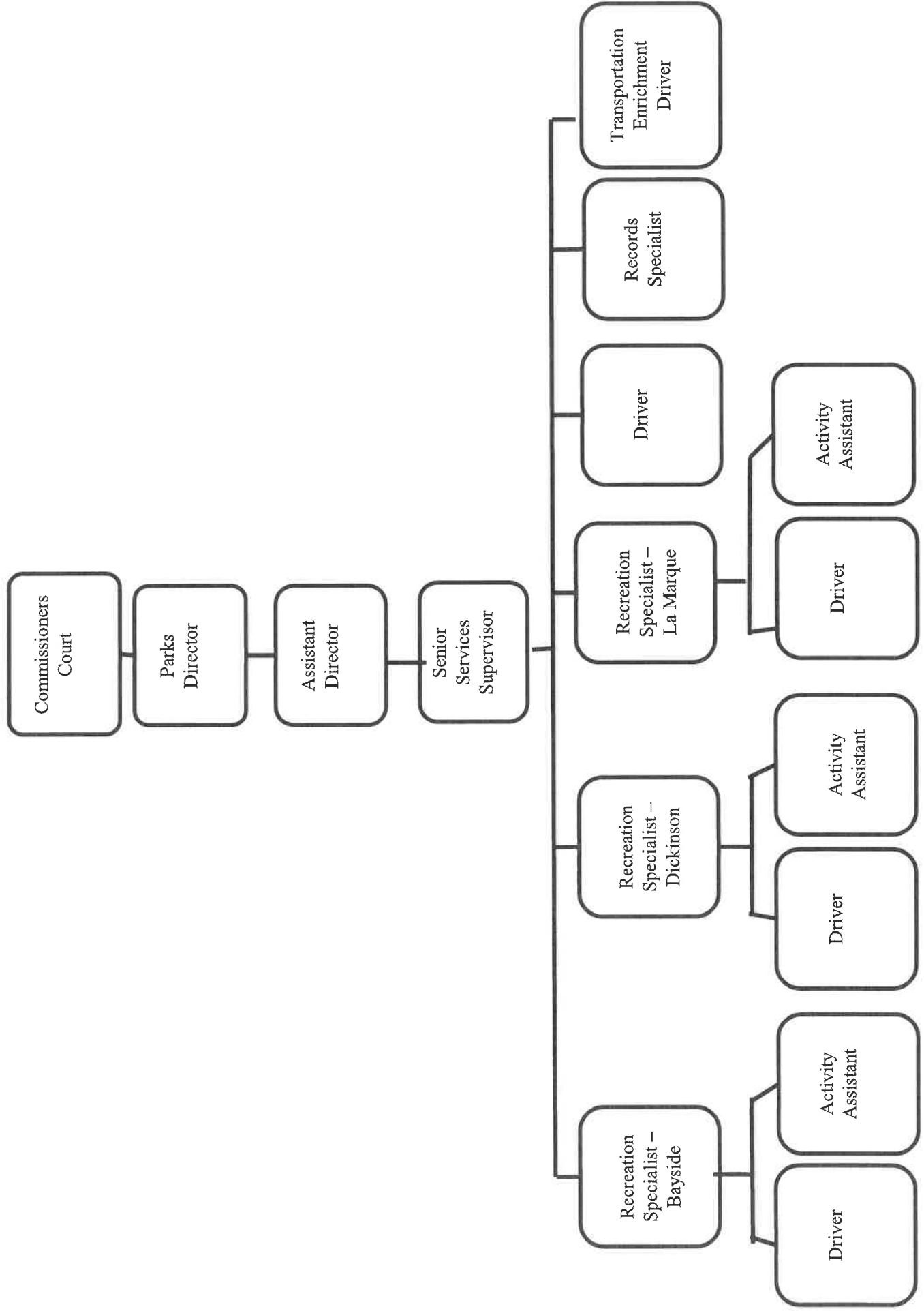
Honorable Darrell Apffel, Commissioner, Precinct 1

Honorable Joe Giusti, Commissioner, Precinct

Honorable Hank Dugie, Commissioner, Precinct 3

Honorable Robin Armstrong, Commissioner, Precinct 4

Galveston County Department of Parks & Cultural Services Senior Services Organizational Chart



The project manager for the Galveston County's Congregate and Transportation grant will be Martha Lee, Assistant Director and Kathryn Ketchum Senior Services Supervisor. In addition, our Recreation Specialists, Activity Assistants, Bus Drivers, and Data Record Specialist are key staff members in implementing the Congregate and Transportation Grant at our community centers within Galveston County Parks & Cultural Services.

Senior Services Supervisor	Kathryn Ketchum
Recreation Specialist—Wayne Johnson Community Center	Sherita Jenkins
Activity Assistant—Wayne Johnson Community Center	LaBrenda Myers-Lee
Bus Driver—Wayne Johnson Community Center	Patricia Downey
Recreation Specialist—Dickinson Community Center	Frankie Haynes
Activity Assistant—Dickinson Community Center	Setsuko Richardson
Bus Driver—Dickinson Community Center	Forestine Bell
Recreation Specialist—Bayside Community Center	Jo Ross
Activity Assistant—Bayside Community Center	Lynn Morse
Bus Driver—Bayside Community Center	Dorcel Womack
Data Record Specialist	Susan Brace
Transportation Enrichment Driver, Community Center/Bus Driver Floater	Letitia Williams
Bus Driver - Floater	Vacant

All Galveston County staff members, listed above, will be responsible for and/or scheduling the following:

- * Placing meal orders
- * Keeping accurate congregate and transportation logs
- * Complete new participant and annual assessments
- * Provide nutritional education, exercise classes, and social activities
- * Complete trips to and from the community center to stores, post offices, banks, etc.
- * Transport participants to and from their home to a community center

Kathryn Ketchum, Senior Services Supervisor, has been with the County since August 2024. She comes with over 25 years of government service experience in the areas of leadership, fiscal responsibility, program development and compassionate care.

Sherita Jenkins, Recreation Specialist, Wayne Johnson Center, has been with the County since 2013. Prior to her current position, she also worked as a Case Manager for our past Home-Delivered Meals program. Sherita doesn't view her role as a just a job, she views the work she does as enriching the lives of the seniors and bringing them joy. Her commitment to making the center a second home can be seen in the way she runs day to day operations.

LaBrenda Myers-Lee, Activity Assistant, Wayne Johnson Center, has been with the County since 2010. Affectionately known as "Ms. Lee", she says the most rewarding part of her job is being part of her seniors' lives and bringing them joy and laughter. She assists with programs, serving meals, completing assessments and taking on the role of Recreation Specialist as needed.

Patricia Downey, Transportation Driver, Wayne Johnson Center, has been with the County since March 2024. She has many years of transportation and customer service experience. She enjoys feeling like part of a family at the center. She is responsible for transporting the seniors to and from the center and on scheduled trips and errands including assisting them on and off the bus as needed. She is also responsible for her documentation logs, the maintenance, cleaning and safety of her bus, and assisting inside the center with meals and programs as needed.

Frankie Haynes, Recreation Specialist, Dickinson Center, has been with the County since 2022. Frankie enjoys learning and is always looking for new programs to bring into the center as an advocate for the power of education. Her diverse background helps her with her day to day operations of the center.

Setsuko Richardson, Activity Assistant, Dickinson Center, has been with the County since 2006. She started as a volunteer before stepping into the role as the activity assistant. She assists with programs, serving meals, completing assessments and taking on the role of Recreation Specialist as needed.

Forestine Bell, Transportation Driver, Dickinson Center, had worked for the county previously in this role for several years before leaving and just started back with us in March 2025. She is responsible for transporting the seniors to and from the center and on scheduled trips and errands including assisting them on and off the bus as needed. She is also responsible for her documentation logs, the maintenance, cleaning and safety of her bus, and assisting inside the center with meals and programs as needed.

Letitia Williams, Transportation Driver/Community Center Floater, has been with the County since 2014. Letitia has a strong background in commercial driving. She is very passionate about driving and takes her role on helping the drivers very seriously. She oversees the maintenance of our fleet, making sure our buses stay up to date on inspections, oil changes, scheduled maintenance and any other fleet related issues. As needed, she is responsible for transporting the seniors to and from the center and on scheduled trips and errands including assisting them on and off the bus as needed. She is also responsible for her documentation logs, the maintenance, cleaning and safety of her bus, and assisting inside the center with meals and programs as needed.

Jo Ross, Recreation Specialist, Bayside Center, has been with the County since 2023. Jo loves to put a smile on her senior's faces and bring them a little bit of joy and creativity. She is not afraid to try out a new program and to challenge her seniors to do the same. She is responsible for the day to day operations.

Lynn Morse, Activity Assistant, Bayside Center, has been with the County since August 2024. Lynn's enthusiasm is contagious. She is very excited about being at the center, interacting with the seniors and creating a fulfilling experience for everyone. She assists with programs, serving meals, completing assessments and taking on the role of Recreation Specialist as needed.

Dorcel Womack, Transportation Driver, Bayside Center, had worked with us for over fifteen years before retiring and just started back with the county in February 2025. She is responsible for transporting the seniors to and from the center and on scheduled trips and errands including assisting them on and off the bus as needed. She is also responsible for her documentation logs, the maintenance, cleaning and safety of her bus, and assisting inside the center with meals and programs as needed.

Susan Brace, Data Record Specialist, has worked with the County since 2016. She comes from the private sector where she kept meticulous records and client files for a law firm. She is directly responsible for maintaining accurate congregate and transportation logs, properly invoicing HGAC monthly, submitting meal orders to Valley Foods, reviewing and submitting new client assessments, keeping up with re-assessments and 151 forms and the ordering, distribution and documentation of shelf stables and hurricane boxes.

JULIE W. DIAZ, CPRP, CPO

3110 Red Agave Lane
Manvel, TX 77578
832.573.0108 (C)
juliewdiaz@gmail.com

OBJECTIVE

Acquire full-time position advancement in the parks and recreation field.

EDUCATION

MASTERS OF EDUCATION-SPORTS AND FITNESS ADMINISTRATION <i>University of Houston</i>	December 2004 <i>Houston, TX</i>
BACHELOR OF SCIENCE-FITNESS MANAGEMENT <i>Mississippi State University</i>	May 2002 <i>Starkville, MS</i>
ASSOCIATE OF ARTS-PHYSICAL EDUCATION <i>Northeast Mississippi Community College</i>	May 2000 <i>Booneville, MS</i>

WORK EXPERIENCE

DIRECTOR **March 2014- Present**
Galveston County *La Marque, TX*

- Develop and administer department policies, procedures, goals, objectives and priorities.
- Monitor and assess department workload; delegate work and modify objectives and work plans as necessary.
- Select, hire, train, discipline and terminate employees.
- Prepare and submit reports and paperwork as requested or required.
- Develop, monitor, and administer the annual department budget; approve department payroll, leave, and purchases.
- Serve as primary liaison between the department and general public and various community groups, organizations, and agencies.
- Direct the day-to-day operations of the department's parks, beaches, boat ramps, community center programs, and senior citizens services and activities.
- Attend and makes presentation to Commissioner's Court and other groups and organizations.
- Administer concession agreements for bait camps, fair and rodeo facility, sports complexes, and recurring events.
- Oversee the management of the AgriLife Extension services and Museum for Galveston County.

ASSISTANT DIRECTOR **October 2012-March 2014**
Galveston County *La Marque, TX*

- Prepare annual operating and capital budgets; monitor monthly variances; obtain information from division managers, other departments, and other agencies; perform budget analysis; attend budget workshop and other budget meetings.
- Responsible for development and administration of any and all department strategic plans and business plans.
- Responsible for ensuring efficient and effective business practices throughout the department.
- Responsible for human resources support services to include training and safety programs and coordinate with County Human Resources Department.
- Monitor department expenditures, revenue, capital, and grant accounts; develop reports regarding account status; recommends corrective actions; prepares and executes internal budget transfers as required.
- Review deposits warrants on a weekly basis to ensure the accuracy and completeness of information transmitted to the County Treasurer's Office and County Auditor's Office.
- Monitor contract compliance of concession contracts/agreements and beach vendor permits.
- Administer grants; reviews grant agency activity to ensure compliance with grant requirements and prepares progress reports as required.
- Coordinate information technology initiatives.
- Supervise and monitor the beach parking sticker program; track and generate reports for the

General Land Office.

Organize and met with all various user groups at each park and coordinate usage.

Work with Purchasing to ensure all procurement requirements are followed.

Responsible for projects generated from the utilization of the beach parking sticker funds.

Implement and coordinate annual performance appraisals.

Coordinate quarterly department staff meetings.

Coordinate and generate reports for the Department of the Interior.

Develop and implement policies for the Parks and Senior Services Department.

Perform public meetings.

RECREATION CENTER MANAGER

November 2007-October 2012

City of Pearland

Pearland, TX

Supervise the assistant recreation center manager, program specialist, fitness specialist, therapeutic recreation specialist, and 24 part time staff in the Recreation Center

Manage 64,000 square foot facility in regards to rentals, scheduling, budget, and staff.

Ensure efficient and consistent operations of the recreation center.

Work with members at the recreation center face-to-face, via email, and via phone.

Handle any membership related issue when the membership associate is not available.

Plan, organize and direct a broad program of public recreation activities, and the operation and use of recreational facilities.

Handle all rentals for the Recreation Center.

Determine present and future programs and facility needs, as well as goals and objectives for the Recreation Division.

Investigate and respond to inquiries and complaints relating to citizen use of recreation programs and facilities .

Work with contractor and subcontractors with regards to the facility and warranty/punch list items.

Develop budget each year for the recreation center including supplementals, line item increases, and maintain that budget through zero based budgeting.

Oversee and maintain recreation budget of over \$1.2 million annually.

Develop annual capital/operating budgets and monthly measuring programs. This includes monitoring daily activity records of all participants, events, cost control disciplines, revenue collection, and attendance reports.

Developed standard operating procedures for the Recreation Center.

Developed business plan for the Recreation Center.

Maintain Recreation division aspect of the Pearland Parks website.

Responsible for monthly reports.

Responsible for interviewing, hiring, and training employees; assigning and directing work; scheduling employees; performance appraisals; and rewarding and disciplining employees.

Develop, implement, and supervise recreation programs, classes and activities for all age groups and interests.

Research and implement special events for the recreation center.

Recruit, interview, and hire class instructors.

Adhere to and recommend changes for the Revenue Management Plan.

Determine class schedules and fees.

Inform and know emergency procedures for the different centers.

Provide leadership for full time and part time staff.

Develops and formulates recreational policies and procedures for center.

Coordinate part time staff trainings.

Handle inquiries and complaints from the general public.

Maintain departmental records and prepares regular and special reports.

Register and enroll participants for classes and process fees from participants.

Organize and send out instructor contracts three times a year.

Enforces department rules and regulations; ensure safety of participants.

Work exclusively with Microsoft Word, Excel, Publisher, and PowerPoint and also Lotus.

Work exclusively with CLASS, a recreation software program.

RECREATION SPECIALIST
City of Pearland

June 2005–November 2007
Pearland, TX

- Supervise the recreation attendants and instructors in the Recreation Division of Parks and Recreation at the Westside Event Center and the Community Center.
- Staff and coordinate rentals at the Westside Event Center and the Community Center.
- Responsible for Pearland Parks and Recreation Registration that is held 3 times a year.
- Develop budget requisitions for yearly budgets for the Westside Event Center.
- Responsible for interviewing, hiring, and training employees; assigning and directing work; scheduling employees; performance appraisals; and rewarding and disciplining employees.
- Monitor and supervise drop-in recreation usage by recreation center patrons.
- Develop, implement, and supervise recreation programs, classes and activities for all age groups and interests.
- Complete instructor and recreation attendant pay-roll.
- Recruit, interview, and hire class instructors.
- Determine class schedules and fees.
- Register and enroll participants for classes and process fees from participants.
- Inform participants of class changes and cancellations.
- Refund or credit participants for classes that are cancelled.
- Evaluate class programs through trailer calls during the class and evaluations at the end of the classes.
- Promote and market recreation programs and centers through press releases, newsletters, flyers, post cards, presentations, and leisure brochure.
- Contact local businesses, individuals, and community organizations for program support and participation.
- Settle disputes between groups or individual players regarding use of facilities.
- Inform patrons of rules concerning dress, conduct, or equipment and enforce rules or eject unruly players or unauthorized persons as necessary.
- Order supplies and work within designated budget.
- Monitor for safety and render emergency first aid to injured or stricken patrons.
- Inspect and report damage to facilities to appropriate authority.
- Respond quickly to customer needs.
- Work exclusively with Microsoft Word, Excel, Publisher, and PowerPoint and also Lotus.
- Work exclusively with CLASS, a recreation software program.
- Coordinate times and locations for all clubs and classes.
- Developed a preschool program for the Westside Event Center.
- Produced "A Guide to CLASS" manual.

ACTIVITIES DIRECTOR
Heritage Grand Club

September 2004–April 2005
Katy, TX

- Responsible for new member orientations and information packets.
- Coordinate times and locations for all clubs and classes.
- Editor for the clubhouse newsletter. Collect and coordinate all articles and interact with the printer/ad agency.
- Plan and execute annual budget for classes, clubs, and newsletter.
- Responsible for all marketing of events in and out of the clubhouse via newsletters, flyers, posters, and internet.
- Plan and coordinate all clubs, classes, and activities. Responsible for maintaining a "full" schedule of events and activities for the members. In addition, responsible for execution of these events.
- Assist at "member window" in clubhouse with queries, ticket sales, classes, etc...
- Design promotional materials (tickets, flyers, posters, etc.)
- Responsible for issuing and maintaining member ID badges.
- Maintain list of residents for birthdays and anniversaries for the resident directory.
- Maintain list of hobbies and interests for activity planning.
- Maintain scrapbook and photo albums.
- Assist the social committee in decorating, set-up, and clean-up of events, shows, and activities.
- Responsible for producing and maintaining an accurate activities calendar.

- Responsible for clubhouse usage and rentals.
- Maintain all signage within clubhouse, including displays, club boards, and general information.
- Responsible for all monies, including ticket sales, petty cash, and other income.
- Responsible for all financial reports for the clubhouse.
- Hire, train, schedule, and supervise 3 receptionists and 1 maintenance/custodial person annually.
- Insure that the Grand Club Clubhouse is open as advertised and adequately staffed for efficient operation and also maintain the common area outside including the pool, putting green, basketball courts, and picnic areas.
- Serve as a liaison between the homeowners and AMI and Lennar.

GRADUATE ASSISTANT-FACILITIES AND SPECIAL EVENTS **July 2002 – September 2004**
University of Houston Campus Recreation and Wellness Center *Houston, TX*

- Insure that the Campus Recreation and Wellness Center is open as advertised and adequately staffed for efficient operation.
- Supervise and conduct daily operations of \$53 million, 264,000 square foot recreational sports facility.
- Assist Associate Director with all reservations, rentals, and special events.
- Implement /Enforce all departmental policies and procedures.
- Work exclusively with Microsoft Word, Excel, Publisher, and Powerpoint.
- Produced and implement employee manual for student workers.
- Responsible for establishing accounts with vendors and purchasing equipment for the facility and its programs.
- Uphold customer service philosophy in daily operations and teach those principles to workers.
- Assisted with the development of new policies and procedures for the campus recreation and wellness center.
- Responsible for marketing of open recreation theme nights at the recreation center.
- Recruit, hire, train, schedule, and supervise 50 student staff annually.
- Plan, develop, and conduct department-wide student staff training every semester.
- Direct training on all portable equipment set-up and break down procedures for student staff (volleyball, basketball, badminton, and tennis).
- Conduct facility tours weekly.
- Coordinate facility set-ups and break downs for intramural sports, sport clubs, and special events.
- Assisted with the purchase and arranging of over \$500,000 equipment for new 24,000 square foot fitness zone.
- Responsible for fitness zone student workers.
- Responsible for upkeep of equipment and maintenance needs.
- Maintain annual operation budget for wages and purchases.
- Responsible for all student staff payroll.
- Coordinate collaborative efforts with Campus Activities for new student orientation.
- Responsible for coordinating and staffing all-nighters and special events and renting out special event equipment to groups.
- Conduct semester evaluations for 25 student staff every semester.
- Ensure that all facilities offer a safe environment; report any necessary equipment or facility repairs to the Associate Director or Building Maintenance Manager.
- Report all injuries; notify emergency services when necessary. Submit appropriate injury reports.
- Execute conflict resolution and crisis management in compliance with departmental policies.
- Ensure the completeness and accuracy of daily reports.
- Assist in short- and long-range strategic planning for all areas of department.
- Intervene when student facility supervisors are no longer able to control a situation. Contact UHPD if situation warrants.
- Make suggestions regarding improvements for the program.

ORGANIZATIONS/CERTIFICATIONS

Greater Gulf Coast Parks & Recreation Director's Association present	2014-
AFAA Group Exercise Instructor Certification	2012-present
Certified Pool & Spa Operator	2011-present
Certified Parks and Recreation Professional (CPRP)	2010-present
Certified CHARACTER COUNTS! Trainer	2007
Texas Recreation and Parks Society	2005-Present
National Parks and Recreation Association	2008-Present
National Intramural Recreational Sports Association	2010-Present
American Red Cross Professional Rescuer/CPR	1998-Present

CONFERENCES/WORKSHOPS

2015 TRAPS State Conference	Abilene, Texas
2015 TRAPS East Region Workshop	Conroe, Texas
2014 NRPA Director's School – Year 2	Wheeling, West Virginia
2014 Emergency Management Training	Emmitsberg, Maryland
2013 NRPA National Conference	Houston, Texas
2013 TRAPS State Conference	Lubbock, Texas
2012 NRPA Director's School-Year 1	Wheeling, West Virginia
2012 TRAPS State Conference	Woodlands, Texas
2011 Pearland Succession Program Graduate	Pearland, Texas
2011 TRAPS Region IV Workshop	Pearland, Texas
2010 TRAPS State Conference	Frisco, Texas
2010 Rocky Mountain Revenue Management School	Estes Park, Colorado
2010 TRAPS Region IV Workshop	Conroe, Texas

COMMITTEES/AWARDS/PRESENTATIONS

Beach Erosion Task Force Committee	2012-present
TRAPS State Award Chair	2015
TRAPS State Award Vice Chair	2014
NRPA Director's School Presenter	2014
TRAPS Region 4 Award Chair	2010-present
University of Houston Graduate Class Speaker	2010-2012
GCLDI Speaker	2010
TAAF Sports Management School Presenter	2010
TRAPS State Workshop Presenter	2010
GCLDI Task Force	2010
TRAPS Region IV Recreation Professional of the Year	2009
TRAPS State Membership Committee-Chair	2010-2011
TRAPS Region 4 Award Committee	2008-Present
TRAPS Region 4 Membership Committee	2008-Present

REFERENCES

Mark Henry
County Judge
Galveston County
(409) 766-2268
mark.henry@co.galveston.tx.us

Kami White-Waden
Assistant Director - Fitness and Wellness
Texas Tech University
(806) 742-3828
kami.waden@ttu.edu

Veda Sargent
Associate Director, Campus Recreation
University of South Carolina
(803) 777-0608
sargentv@mailbox.sc.edu

Kristy Pachciarz
Special Events Coordinator
City of Auburn Parks and Recreation
253-931-4005
kpachciarz@auburnwa.gov

Michelle Smith
Director, Parks and Recreation
City of Pearland Parks and Recreation
281-412-8930
msmith@ci.pearland.tx.us

Martha Lee

Phone: 832-401-4253
E-mail: mmel1972@yahoo.com

Experience

Galveston County Parks & Cultural Services

Assistant Director, Parks & Cultural Services Department

February 2020 - Present

- Oversees the day-to-day operations of the Department's 14 parks, 9 boat ramps, 3 community centers, and senior services.
- Leads, coaches, and manages 4 full-time direct reports in the areas of parks, facility maintenance, special events/permitting, and senior services.
- Assists with creating and implementing the \$4.7 million annual operating and capital budgets.
- Researches, applies, and administers departmental grants
- Monitors department expenditures, revenues, capital and grant accounts; develop reports regarding account status.
- Assists with the creation and reviewing of RFP/RFQ for capital projects
- Creates and implements data collection reports and strategic plans, including monthly performance measures and five-year capital improvement goals.
- Responsible for the Department's user group and concessionaire agreements.
- Develops and administers department policies, procedures, goals, objectives, and priorities and updates as necessary.
- Serves as the primary liaison between the Department and the general public, including community groups, organizations, and agencies.

Galveston County Parks & Cultural Services Department

Rentals & Special Events Supervisor, Parks & Cultural Services Department

2014 –2020

- Schedules and assists public with reservations.
- Manages the recruitment, selection, training, supervision, and evaluation of the rental staff.
- Serves as the liaison to event organizers who produce events in County owned parks.
- Updates department's pages on the County's website.
- Purchases and maintains inventory and supplies. Receives and processes payments/refunds, and prepares daily deposit.
- Maintains files and records.
- Answers customer phone calls; provides information, takes and relays messages and/or directs calls to appropriate personnel.
- Assists with the development and implementation of the department's policies and procedures. Assists with the annual budget.
- Submits work orders utilizing the County's software program.
- Assists with departmental audits of small and large fixed assets as well as reservations, deposit/ deposit refunds, and cash handling procedures.
- Serves as the back-up to the Director's Executive Administrative Assistant.

Mobile Health Testing—Pearland TX

Assistant office manager & Quality Assurance Manager

2007-2014

- Prepared complex reports, ensuring full compliance with agency requirements and tight deadlines.
- Compose professional correspondence to customers and vendors.
- Earned "outstanding" ratings on annual reviews, recognized for high quality work, organizational strengths and exceptional customer service delivery.
- Check accuracy of figures, calculations and recorded data pertaining to business transactions recorded by other workers.

Education

O'Connell Catholic high school—Galveston, TX
High school diploma—1990

Skills / Certifications

Fema ICS 100, 200, 300, 400, 700, 800
ActiveNet, BookKing, Microsoft Office Suite
Active member of TRAPS, NRPA, SWPRTI
CPRP—Certified Parks and Recreation Professional

KATHRYN KETCHUM

Phone: 409-904-7633

KatKetch23@gmail.com

www.linkedin.com/in/kathryn-ketchum-tx

PROFILE

High-achieving professional with a career marked by success translating organizational vision and care strategies into outstanding operational performance

LEADERSHIP APPROACH

FORWARD
AND STRATEGIC
THINKING

OUTSTANDING
COMMUNICATION
SKILLS

OPERATION AND
PROJECT
OVERSIGHT

COACHING AND
MENTORING

LIMITLESS
MINDSET

EXPERIENCE

SENIOR SERVICES SUPERVISOR

County of Galveston

- Oversee the operation of three Senior Centers operated by the county including, maintenance, staffing, budget, transportation, vehicles and programming.
- Oversee the administration and compliance of a grant from Houston-Galveston Area Council providing congregate meals and transportation for county centers, as well as three additional centers.

RECREATION SUPERVISOR

City of League City

- Oversee the operation of two swimming pools including, maintenance, staffing, budget and programming.
- Oversee the Senior Program including monthly calendar of programs, instructor contracts, lunch program, budget, advisory board and special events.
- Oversee the Custodial crew and the maintenance of the building and vehicles.

SENIOR CENTER COORDINATOR

City of Pearland

- Responsible for planning, organizing, coordinating and implementing a variety of services to enhance the quality of life and the well-being of senior citizens.
- Oversee the day-to-day administration of the program.

SKILLS

- Teambuilding
- Leadership, Coaching & Mentoring
- Written & Oral Communication
- Organization with attention to details
- Compassion & Empathy
- Solid Work Ethic with Integrity

EDUCATION

BACHELOR OF SCIENCE
ZOOLOGY

Colorado State University, Fort Collins, CO
Minor Resource Interpretation

HEARTSAVER

**Heartsaver[®]
CPR AED**



**American
Heart
Association.**

Letitia Williams

**has successfully completed the cognitive and skills evaluations
in accordance with the curriculum of the American Heart Association
Heartsaver CPR AED Program.**

Optional modules completed:

Issue Date

3/11/2025

Renew By

03/2027

Training Center Name

Mary Hodges

Instructor Name

John Herrmann

Training Center ID

TX05095

Instructor ID

10102088582

Training Center City, State

La Porte, TX

eCard Code

256028487833

**Training Center Phone
Number**

(281) 471-8490

QR Code



Training Site Name

To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards.

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HEARTSAVER

**Heartsaver®
CPR AED**



**American
Heart
Association.**

Sue Richardson

**has successfully completed the cognitive and skills evaluations
in accordance with the curriculum of the American Heart Association
Heartsaver CPR AED Program.**

Optional modules completed:

Issue Date

3/11/2025

Renew By

03/2027

Training Center Name

Mary Hodges

Instructor Name

John Herrmann

Training Center ID

TX05095

Instructor ID

10102088582

Training Center City, State

La Porte, TX

eCard Code

256028487758

**Training Center Phone
Number**

(281) 471-8490

QR Code



Training Site Name

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HEARTSAVER

Heartsaver®
CPR AED



American
Heart
Association.

Kathryn Ketchum

**has successfully completed the cognitive and skills evaluations
in accordance with the curriculum of the American Heart Association
Heartsaver CPR AED Program.**

Optional modules completed:

Issue Date

3/11/2025

Renew By

03/2027

Training Center Name

Mary Hodges

Instructor Name

John Herrmann

Training Center ID

TX05095

Instructor ID

10102088582

Training Center City, State

La Porte, TX

eCard Code

256028487832

**Training Center Phone
Number**

(281) 471-8490

QR Code



Training Site Name

To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards.

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HEARTSAVER

Heartsaver®
CPR AED



American
Heart
Association.

LaBrenda Lee

**has successfully completed the cognitive and skills evaluations
in accordance with the curriculum of the American Heart Association
Heartsaver CPR AED Program.**

Optional modules completed:

Issue Date

3/11/2025

Training Center Name

Mary Hodges

Training Center ID

TX05095

Training Center City, State

La Porte, TX

**Training Center Phone
Number**

(281) 471-8490

Training Site Name

Renew By

03/2027

Instructor Name

John Herrmann

Instructor ID

10102088582

eCard Code

256028487756

QR Code



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HEARTSAVER

Heartsaver[®]
CPR AED



**American
Heart
Association.**

Sherita Jenkins

**has successfully completed the cognitive and skills evaluations
in accordance with the curriculum of the American Heart Association
Heartsaver CPR AED Program.**

Optional modules completed:

Issue Date

3/11/2025

Renew By

03/2027

Training Center Name

Mary Hodges

Instructor Name

John Herrmann

Training Center ID

TX05095

Instructor ID

10102088582

Training Center City, State

La Porte, TX

eCard Code

256028487834

**Training Center Phone
Number**

(281) 471-8490

QR Code



Training Site Name

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HEARTSAVER

**Heartsaver[®]
CPR AED**



**American
Heart
Association.**

Lynn Morse

**has successfully completed the cognitive and skills evaluations
in accordance with the curriculum of the American Heart Association
Heartsaver CPR AED Program.**

Optional modules completed:

Issue Date

3/11/2025

Training Center Name

Mary Hodges

Training Center ID

TX05095

Training Center City, State

La Porte, TX

**Training Center Phone
Number**

(281) 471-8490

Training Site Name

Renew By

03/2027

Instructor Name

John Herrmann

Instructor ID

10102088582

eCard Code

256028487753

QR Code



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HEARTSAVER

Heartsaver® Pediatric First Aid CPR AED



American
Heart
Association

Dorcel Womack

**has successfully completed the cognitive and skills evaluations
in accordance with the curriculum of the American Heart Association
Heartsaver Pediatric First Aid CPR AED Program.**

Optional modules completed:

Heartsaver Pediatric Total Pediatric First Aid, Child/Infant CPR AED, Adult CPR AED

Issue Date

2/16/2025

Renew By

02/2027

Training Center Name

CHI St. Luke's Health - Brazosport

Instructor Name

Christopher Sumlin

Training Center ID

TX04811

Instructor ID

02112290000

Training Center City, State

Lake Jackson, TX

eCard Code

256047584310

**Training Center Phone
Number**

979-285-1777

QR Code



Training Site Name

GCERT

To view or verify authenticity, students and employers should scan the QR code with their mobile device or go to www.heart.org/cpr/mycards.

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HEARTSAVER

**Heartsaver®
CPR AED**



**American
Heart
Association.**

Martha Lee

**has successfully completed the cognitive and skills evaluations
in accordance with the curriculum of the American Heart Association
Heartsaver CPR AED Program.**

Optional modules completed:

Issue Date

3/11/2025

Renew By

03/2027

Training Center Name

Mary Hodges

Instructor Name

John Herrmann

Training Center ID

TX05095

Instructor ID

10102088582

Training Center City, State

La Porte, TX

eCard Code

256028487757

**Training Center Phone
Number**

(281) 471-8490

QR Code



Training Site Name

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Certificate of Completion

Shadey Saldana

has successfully completed requirements for

Adult and Pediatric First Aid/CPR/AED

Date Completed: 11/2/2023

Validity Period: 2 Years

Conducted by: American Red Cross



To verify certificate, scan code or visit redcross.org/digitalcertificate and enter ID.

Learn and be inspired at LifesavingAwards.org



01BD4RA

AMERICAN TRAUMA EVENT MANAGEMENT
This certifies that
MYreese Woodard

Has successfully completed the requirements for:

- Adult & Pediatric CPR
- Adult & Pediatric CPR / AED
- Adult & Pediatric CPR / Essential First Aid
- Adult & Pediatric CPR / Standard First Aid
- Adult & Pediatric CPR / AED / Essential First Aid
- Adult & Pediatric CPR / AED / Standard First Aid

VOID if more than one course checked

6-10-2024 6-11-2026
 Date Completed Renewal Date

Successful completion verifies that the card holder has met the requirements for the specified knowledge and skill objectives of the curriculum as listed on the recommendation of the ILC, NLS and ATCM 1013 Subclass

Training Center Phone Number
201-546-4723

Training Center Name
CITY of Friendsburg

Student's Signature
Myreese Woodard

Authorized Instructor (print name)
NORM STUART

Certificate of Completion

PRESENTED TO

Leticia Silva

In Recognition of Successful Completion of Requirements In

CPR/AED (Adult / Child / Infant)

06/09/2023

CERTIFICATION DATE

08/09/2025

EXPIRATION DATE

HOLDER'S SIGNATURE



AUTHORIZED SIGNATURE

1231041335

CERTIFICATION ID

This certifying participant listed above has successfully passed skills evaluation in accordance with national cognitive skills examination standards, and American Safety Training Institute certification items and conditions. American Safety Training Institute courses follow national guidelines set by the International Lifeline Committee on Resuscitation (ILCOR), The American Heart Association (AHA), and the American Red Cross (ARC). This certification is valid for 24 months. American Safety Training Institute courses are not guaranteed future recognition of American Red Cross (ARC), and unless otherwise specified no affiliation or endorsement is implied. SUCCESSFUL COMPLETION DOES NOT GUARANTEE FUTURE RECOGNITION OF AMERICAN RED CROSS (ARC), and unless otherwise specified no affiliation or endorsement is implied. SUCCESSFUL COMPLETION DOES NOT GUARANTEE FUTURE RECOGNITION OF AMERICAN RED CROSS (ARC). www.AmericanSTI.org

CPR & AED CERTIFICATION

FOR THE COMMUNITY AND WORKPLACE



This card certifies that the above individual has successfully completed the requirements and cognitive skills examination in accordance with the American Safety Training Institute curriculum in:

Adult CPR AED Child CPR AED Infant CPR AED
06/09/2023 06/09/2025
ISSUE DATE REFRESHAL DATE

Leticia Silva

ASTI AUTHORIZED CERTIFICATION CARD

AUTHORIZED SIGNATURE

HOLDER'S SIGNATURE

CERTIFICATION ID: 1231041335

SUCCESSFUL COMPLETION DOES NOT GUARANTEE FUTURE PERFORMANCE
American Safety Training Institute programs follow national guidelines derived from the International Consensus on Cardiopulmonary Resuscitation and Emergency Cardiovascular Care with Treatment Recommendations. www.AmericanSTI.org

HEARTSAVER

Heartsaver®
CPR AED



Patricia Downey

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Heartsaver CPR AED Program.

Optional modules completed:

Issue Date	Renew By	eCard Code
7/17/2024	07/2026	256021483897

To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards.



Training Center Name Mary Hodges

Training Center ID TX05095

TC City, State La Porte, TX

TC Phone (281) 471-8490

Training Site Name

Instructor Name John Hermann

Instructor ID 10102088562

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Directions

1. Cut along dotted lines
2. Fold both halves together
3. Use adhesive to combine halves



Heart Saver Institute

Together we can save lives

*Upon the recommendation of the Faculty,
American Heart Saver Institute does hereby confer upon*

Ja Ross

the completion of

CPR AED & First Aid

with all the rights, honors and privileges therunto appertaining.

.5 CEUs

Pediatrics & Adult

February 12, 2024

Expires on

February 12, 2026

gma

Hands on Completed

,

Be

Janice Hirsch, Grand Coordinator

Debra Emerson, Training Coordinator



*Upon the recommendation of the Faculty,
American Heart Saver Institute does hereby confer upon*

Susan Bruce

the completion of

CPR AED & First Aid

with all the rights, honors and privileges therunto appertaining.

.5 CEUs

Pediatrics & Adult

February 12, 2024

Expires on

February 12, 2026

9224

Hands on Completed

Janice Hirsch, *Grad* Graduate

Patricia Emerson, *Training Specialist*



Heart Saver Institute

Together we can save lives

Upon the recommendation of the Faculty,
American Heart Saver Institute does hereby confer upon

Frankie Haynes

the completion of

CPR AED & First Aid

with all the rights, honors and privileges thereunto appertaining.

.5 CEUs

Pediatrics & Adult

February 12, 2024

Expires on

February 12, 2026

gls

Hands on Completed

Jamie Hirsch, Good Representative

Paige Emerson, Training Representative

AMERICAN AED/CPR ASSOCIATION



Certificate of Completion

This is to certify that **Leonora Mata** has successfully completed the
CPR/AED/First Aid course offered by the American AED/CPR Association
CONTINUING EDUCATION: This class is the equivalent of **3.5 hours** of CME
training

Course Completion Date
6/7/2024

Valid Through
6/7/2026

Certificate: 90662 - 95874

Certificate of Training

This certifies that

LaBrenda M-Lee

has successfully completed the

Houston-Galveston Area Agency on Aging's

**Safeguarding Confidential Information
eLearning course.**

Galveston County Parks & Cultural Services

Organizational Name

Kathryn Ketchum

Supervisor's Name

01/08/2025

Date



Certificate of Training

This certifies that

Kathryn Ketchum

has successfully completed the

Houston-Galveston Area Agency on Aging's

Safeguarding Confidential Information
eLearning course.

Galveston County
Organizational Name

Martha Lee
Supervisor's Name

1-7-2025
Date



Certificate of Training

This certifies that

Jo Ross

has successfully completed the

Houston-Galveston Area Agency on Aging's

Safeguarding Confidential Information
eLearning course.

Bayside Community Center
Organizational Name

Mathryn Ketchum
Supervisor's Name

1-8-25
Date



Certificate of Training

This certifies that

Frankie Haynes

has successfully completed the

Houston-Galveston Area Agency on Aging's

**Safeguarding Confidential Information
eLearning course.**

Galveston County Senior Services

Organizational Name

Kathryn Ketchum

Supervisor's Name

01/09/2025

Date



Certificate of Training

This certifies that

Setsuko Richardson

has successfully completed the

Houston-Galveston Area Agency on Aging's

**Safeguarding Confidential Information
eLearning course.**

Galveston County

Organizational Name

Frankie Hayens

Supervisor's Name

01-22-2025

Date



Certificate of Training

This certifies that

Sherita Jenkins

has successfully completed the

Houston-Galveston Area Agency on Aging's

**Safeguarding Confidential Information
eLearning course.**

Galveston County Parks & Cultural Services

Organizational Name

Kathryn Ketchum

Supervisor's Name

01/07/2025

Date



Certificate of Training

This certifies that

Susan Brace

has successfully completed the
Houston-Galveston Area Agency on Aging's

Safeguarding Confidential Information
eLearning course.

Galveston County Parks & Cultural Services

Organizational Name

Kathryn Ketchum

Supervisor's Name

1-8-2025

Date



Certificate of Training

This certifies that

Patricia Downey

has successfully completed the

Houston-Galveston Area Agency on Aging's

**Safeguarding Confidential Information
eLearning course.**

Galveston County Parks & Cultural Services

Organizational Name

Kathryn Ketchum

Supervisor's Name

01/09/2025

Date



Certificate of Training

This certifies that

Letitia Williams

has successfully completed the

Houston-Galveston Area Agency on Aging's

**Safeguarding Confidential Information
eLearning course.**

Galveston County Parks & Cultural Services

Organizational Name

Kathryn Ketchum

Supervisor's Name

01/08/2025

Date



Certificate of Training

This certifies that

Lynn Morse

has successfully completed the

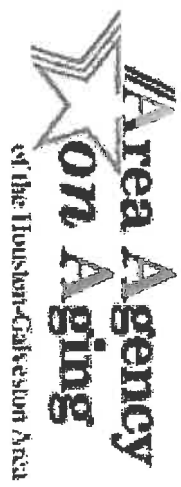
Houston-Galveston Area Agency on Aging's

**Safeguarding Confidential Information
eLearning course.**

Bayside Community Center
Organizational Name

[Signature]
Supervisor's Name

1-8-25
Date



Certificate of Training

This certifies that

Dominique Guest

has successfully completed the

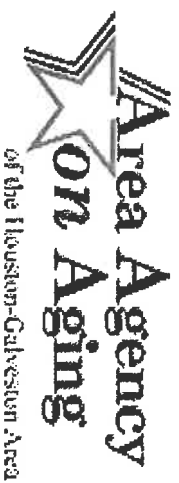
Houston-Galveston Area Agency on Aging's

Safeguarding Confidential Information
eLearning course.

HomeTown Heroes
Organizational Name

Tara Dahl-Campbell
Supervisor's Name

1/28/25
Date



Certificate of Training

This certifies that

Shadey A Carveo-Saldana

has successfully completed the

Houston-Galveston Area Agency on Aging's

**Safeguarding Confidential Information
eLearning course.**

City of Friendswood Senior Citizen Program

Organizational Name

Michael Boyett

Supervisor's Name

02/18/2025

Date



Certificate of Training

This certifies that

Leticia Silva

has successfully completed the

Houston-Galveston Area Agency on Aging's

**Safeguarding Confidential Information
eLearning course.**

City of Friendswood - Senior Action Program
Organizational Name

Shadey A Caravelo-Saldana
Supervisor's Name

2/14/25
Date



Certificate of Training

This certifies that

Kim Zrubel

has successfully completed the

Houston-Galveston Area Agency on Aging's

**Safeguarding Confidential Information
eLearning course.**

Friendswood Senior Activity Program
Organizational Name



Supervisor's Name

2/14/2025
Date



Certificate of Training

This certifies that

Myrae Wood
has successfully completed the

Houston-Galveston Area Agency on Aging's

**Safeguarding Confidential Information
eLearning course.**

City of Friendswood-Senior Citizen Program
Organizational Name

Shelby A Caravelo-Sullivan
Supervisor's Name

02-18-25
Date



Certificate of Training

This certifies that

Leonora Mata

has successfully completed the

Houston-Galveston Area Agency on Aging's

**Safeguarding Confidential Information
eLearning course.**

Hester Senior Program
Organizational Name

Leonora Mata
Supervisor's Name

2-11-25
Date





Learn2Serve Texas Food Manager Certification Program

This document hereby certifies that

Frankie Haynes

**Has successfully completed the Learn2Serve
Texas Food Safety Manager Certification Examination**

Samantha Montalban, Learn2Serve

Authorized Signature

www.learn2serve.com

Effective Date: 06/08/2023

Expiration Date: Expires 5 years from the effective date

Certification Number: TX-FM-248319

This is an electronic certificate which must be presented to your local Health Regulatory Agency for approval. Course fees do not include any fees associated with receiving your food manager recertification or certification license.



Learn2Serve Texas Food Manager Certification Program

This document hereby certifies that

Sherita Jenkins

**Has successfully completed the Learn2Serve
Texas Food Safety Manager Certification Examination**



Samantha Montalban, Learn2Serve

Authorized Signature

www.learn2serve.com

Effective Date: 08/22/2022

Expiration Date: Expires 5 years from the effective date

Certification Number: TX-FM-217487

This is an electronic certificate which must be presented to your local Health Regulatory Agency for approval. Course fees do not include any fees associated with receiving your food manager recertification or certification license.



Learn2Serve Texas Food Manager Certification Program

This document hereby certifies that

Jo Ross

**Has successfully completed the Learn2Serve
Texas Food Safety Manager Certification Examination**

**Samantha Montalban, Learn2Serve
Authorized Signature**
www.learn2serve.com

Effective Date: 07/05/2024

Expiration Date: Expires 5 years from the effective date

Certification Number: TX-FM-291868

This is an electronic certificate which must be presented to your local Health Regulatory Agency for approval. Course fees do not include any fees associated with receiving your food manager re-certification or certification license.

La tarjeta del tamaño de una billetera es válida como
 Certificación para Gerentes Alimentarios dentro de la
 Ciudad de Houston. La tarjeta también significa que ha pagado la
 tarifa de la licencia de Gerente Alimentario. Las tarifas son
 remitidas a la ciudad en su nombre por StateFoodSafety.

Usted está certificado como gerente de seguridad alimentaria
 en el Estado de Texas. El certificado de más arriba es válido
 en todo el estado por cinco años.

¡Felicitaciones!

The wallet-sized card is valid as Food Manager Certification
 within the City of Houston. The card also signifies that
 your Food Manager license fee has been paid. Fees are
 remitted to the city on your behalf by StateFoodSafety.

You are certified as a food safety manager in the State of Texas.
 The certificate above is valid statewide for five years.

Congratulations!

Scan with a smart device to verify.



Issue Date (valid for 5 years)
Nov 27, 2022



Approved by Texas Department of State Health Services
 License #10025
 Powered by StateFoodSafety

Verify at www.statefoodsafety.com/Verify

Certificate Verification Number
15d26g-j9gk69f

Food Manager Certification

Awarded to
Kathryn Ketchum

For successfully completing the
Texas Food Manager Exam

HOUSTON HEALTH
DEPARTMENT



Scan with a smart device to verify.



Verify card at www.statefoodsafety.com/Verify

Verification: 15d26g-j9gk69f

Completion Date: Nov 27, 2022
valid for 5 years

Issued to: Kathryn Ketchum

City of Houston Food Safety Manager Card

The holder of this Food Safety Manager card has successfully
 completed the Houston Manager Training Course.
 This card is valid for five (5) years.





TXDSHS License #6

**Texas A&M Agrilife Extension Service
Food Handler Program**

2253 TAMU 118 Cater-Mattil • College Station, TX 77843

Patricia Downey

Certificate Number:

20240408120400

Expiration Date:

04/08/2026



For more information, please call 979-458-2025
or visit our website at foodsafety.tamu.edu

**FOOD SAFETY
EDUCATION**

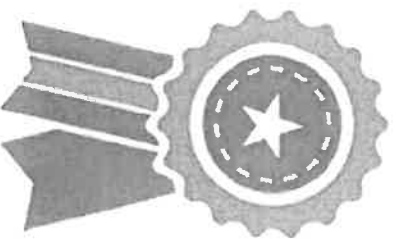


TXDSHS License Number: 173

1StopFoodSafety.com

Texas Food Handlers Training

Certificate of Completion



This is to certify that

Setonba Richardson

has successfully completed the
following 1StopFoodSafety.com
training program and exam:

Course Name: Texas Food Handler Training

Edward D Mclean, Administrator

www.1StopFoodSafety.com

1StopFoodSafety.com

1630 Shenandoah Drive, Cedar Park TX 78613

Date: 11/19/2024

Expiration: 24 Months

Certificate #: 208540

Birth Date: 05/10/1938



Certificate of Achievement

This certificate is awarded to
LYNN MORSE

Congratulations! You have completed

ServSafe® Food Handler
Employee Food Safety Online Course and Exam



National Restaurant Association
233 S. Wacker Drive, Suite 3600
Chicago, IL 60606-6383
800.765.2122 in Chicago area 312.715.1010
Restaurant.org | ServSafe.com

Certificate Number **7303522** Date **9/9/2024**
Expiration Date **9/9/2026**

TXDSHS License #84



TXDSHS License #6

**Texas A&M Agrilife Extension Service
Food Handler Program**

2253 TAMU 118 Cater-Mattil • College Station, TX 77843

Letitia Williams

Certificate Number:

20250115120100

Expiration Date:

01/15/2027



For more information, please call 830-445-4651
or visit our website at foodsafety.tamu.edu

**FOOD SAFETY
EDUCATION**



TXDSHS License #6

**Texas A&M Agrilife Extension Service
Food Handler Program**

2253 TAMU 118 Cater-Mattil • College Station, TX 77843

LaBrenda Myers-Lee

Certificate Number:

20250108120100

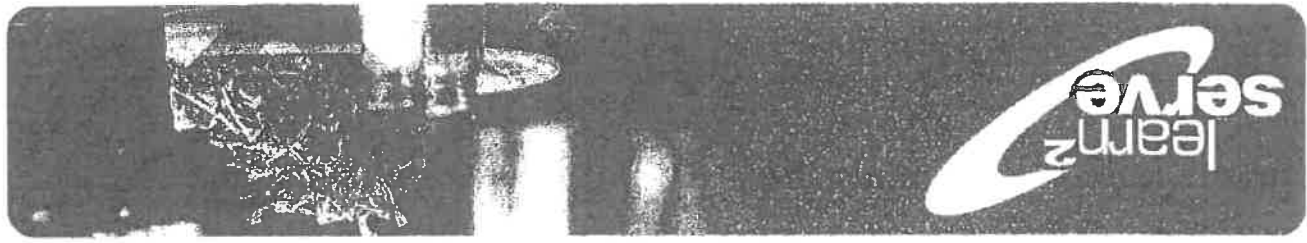
Expiration Date:

01/08/2027



For more information, please call 830-445-4651
or visit our website at foodsafety.tamu.edu

**FOOD SAFETY
EDUCATION**



Learn2Serve Texas Food Manager Certification Program
This document hereby certifies that

Leonora Mata

Has successfully completed the Learn2Serve
Texas Food Safety Manager Certification Examination

Samantha Montalban, Learn2Serve
Authorized Signature
www.learn2serve.com

Effective Date: 12/18/2024

Expiration Date: Expires 5 years from the effective date

Certification Number: TX-FM-309318

This is an electronic certificate which must be presented to your local Health Regulatory Agency for approval. Course fees do not include any fees associated with receiving your food manager re-certification or certification license.




CERTIFICATE OF COMPLETION


This certifies that


Leonora Mata

is awarded this certificate for

Learn2Serve Food Safety Management Principles

 Course Duration
8.0

 Completion Date
06/05/2024

 Certificate #
000033709923


Official Signature



Learn2Serve Texas Food Manager Certification Program

This document hereby certifies that

Tara Dahl-Campbell

Has successfully completed the Learn2Serve
Texas Food Safety Manager Certification Examination

A handwritten signature in black ink, appearing to read "Samantha Montalban", is written over a horizontal line.

Samantha Montalban, Learn2Serve
Authorized Signature

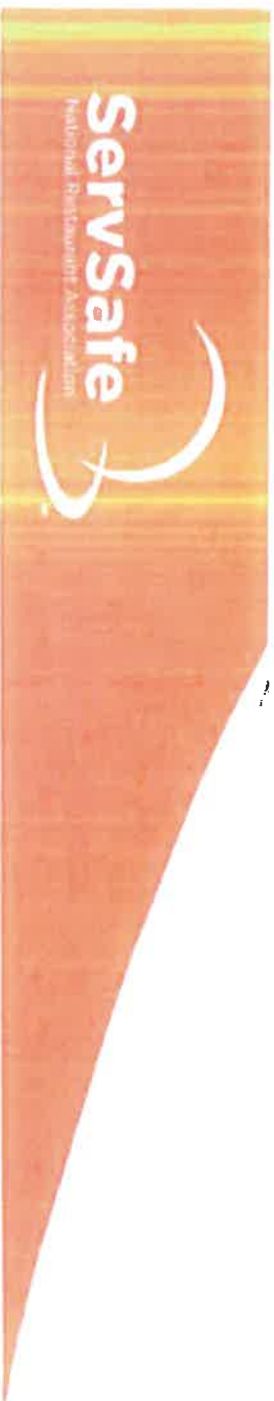
www.learn2serve.com

Effective Date: 02/06/2025

Expiration Date: Expires 5 years from the effective date

Certification Number: TX-FM-314864

This is an electronic certificate which must be presented to your local Health Regulatory Agency for approval. Course fees do not include any fees associated with receiving your food manager re-certification or certification license.



Certificate of Achievement

This certificate is awarded to
MYREESE WOODARD

Congratulations! You have completed
ServSafe® Food Handler
Employee Food Safety Online Course and Exam



National Restaurant Association
233 S. Wacker Drive, Suite 3600
Chicago, IL 60606-6383
800.765.2122 in Chicago area 312.715.1010
Restaurant.org | ServSafe.com

Certificate Number **7250346** Date **8/16/2024**

Expiration Date **8/16/2026**

TXDSHS License #84





Certificate of Achievement

This certificate is awarded to
KIM ZRUBEK

Congratulations! You have completed
ServSafe® Food Handler
Employee Food Safety Online Course and Exam



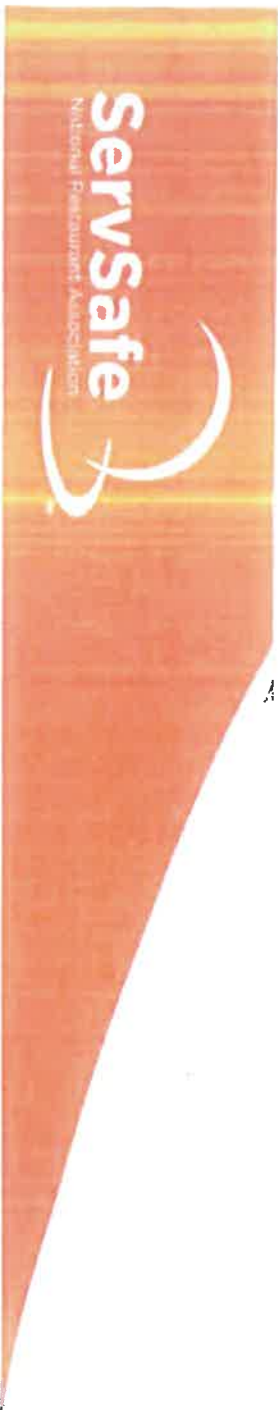
National Restaurant Association
233 S. Wacker Drive, Suite 3600
Chicago, IL 60606-6383
800.765.2122 in Chicago area 312.715.1010
Restaurant.org | ServSafe.com

Certificate Number **7586493** Date **1/22/2025**

Expiration Date **1/22/2027**

TXDSHS License #84





Certificate of Achievement

This certificate is awarded to
LETICIA SILVA

Congratulations! You have completed
ServSafe® Food Handler
Employee Food Safety Online Course and Exam



National Restaurant Association
233 S. Wacker Drive, Suite 3600
Chicago, IL 60606-6383
800.765.2122 in Chicago area 312.715.1010
Restaurant.org | ServSafe.com

Certificate Number **7243751** Date **8/13/2024**

Expiration Date **8/13/2026**

TXD5HS License #84





Certificate of Achievement

This certificate is awarded to

SHADEY CARAVEO-SALDAÑA

Congratulations! You have completed

ServSafe® Food Handler
Employee Food Safety Online Course and Exam



National Restaurant Association
233 S. Wacker Drive, Suite 3600
Chicago, IL 60606-6383
800.765.2122 in Chicago area 312.715.1010
Restaurant.org | ServSafe.com

Certificate Number **7657402** Date **2/20/2025**
Expiration Date **2/20/2027**

TXDSHS License #84





Certificate of Achievement

This certificate is awarded to
JOANN LINDSAY

Congratulations! You have completed
ServSafe® Food Handler
Employee Food Safety Online Course and Exam



ANSI National Accreditation Board
A C C R E D I T E D
ANSI/ASTM E2655-9
CERTIFICATE ISSUER
#0655

National Restaurant Association
233 S. Wacker Drive, Suite 3600
Chicago, IL 60606-6383
800.765.2122 in Chicago area 312.715.1010
Restaurant.org | ServSafe.com

Certificate Number **7757067** Date **4/3/2025**

Expiration Date **4/3/2027**

TXDSHS License #84



AAA
FOOD HANDLER

This certifies that

Shadey Caraveo-Saldana

Verify Certificate

has successfully completed the standards set forth as a

Texas Food Protection Manager

which is approved by the Texas Department of State Health Services



Certificate ID: 1743776033

Issue Date: April 4, 2025

TXDSHS #10028

Korey Chong
President

1 AAA Food Safety
(714) 592-4100
www.AAAFoodSafety.com

CERTIFICATE VALID FOR 5 YEARS AFTER ISSUE DATE. Please check with local and state requirements as expiration dates may differ. This certificate may not be transferred, altered or changed.

Galveston County Health District



PERMIT

PR0007089

This is to certify that the establishment shown below

BAYSIDE COMMUNITY CENTER
4833 10TH ST
BACLIFF, TX 77518

Has completed the requirements of the Health District and is
hereby granted this PERMIT to conduct operations as a

1613 Exempt Low Risk Food Operation

SENIOR CENTER

This permit is to be placed on display and remains valid for the
period shown below

Valid From 04-01-2025 To 03-31-2026

unless suspended or revoked for non-compliance with the rules of the
Galveston County Health District. **This permit is not transferrable.**



Della Brown

Della Brown, RN
Chief Operating Officer

Phillip Keiser MD

Phillip Keiser, MD
Local Health Authority

Galveston County Health District



PERMIT

PR0002416

This is to certify that the establishment shown below

JOHNSON COMMUNITY CENTER

4102 Main

LA MARQUE, TX 77568

Has completed the requirements of the Health District and is hereby granted this PERMIT to conduct operations as a

1613 Exempt Low Risk Food Operation

This permit is to be placed on display and remains valid for the period shown below

Valid From 04-01-2025 To 03-31-2026

unless suspended or revoked for non-compliance with the rules of the Galveston County Health District. **This permit is not transferrable.**



Della Brown, RN
Chief Operating Officer

Philip Keiser, MD
Local Health Authority

Galveston County Health District



PERMIT

PR0001342

This is to certify that the establishment shown below

DICKINSON SR. CITIZEN CTR. N/P
2714 Highway 3
DICKINSON, TX 77539

Has completed the requirements of the Health District and is
hereby granted this PERMIT to conduct operations as a
1613 Exempt Low Risk Food Operation

This permit is to be placed on display and remains valid for the
period shown below

Valid From 04-01-2025 To 03-31-2026

unless suspended or revoked for non-compliance with the rules of the
Galveston County Health District. **This permit is not transferrable.**



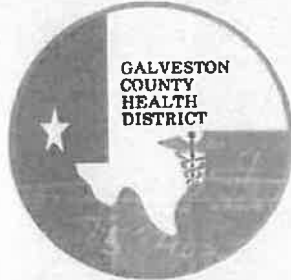
Della Brown

Della Brown, RN
Chief Operating Officer

Phillip Keiser MD

Phillip Keiser, MD
Local Health Authority

Galveston County Health District



PERMIT

PR0001581

This is to certify that the establishment shown below

CITY OF FRIENDSWOOD SENIOR PROGRAM
416 Morningside
FRIENDSWOOD, TX 77546

Has completed the requirements of the Health District and is
hereby granted this PERMIT to conduct operations as a

1613 Exempt Low Risk Food Operation

This permit is to be placed on display and remains valid for the
period shown below

Valid From 07-01-2024 To 06-30-2025

unless suspended or revoked for non-compliance with the rules of the
Galveston County Health District. **This permit is not transferrable.**



Martin Entringer

Martin Entringer
Consumer Health Services Manager

Philip Keiser MD

Philip Keiser, MD
Local Health Authority

Galveston County Health District



PERMIT

PR0000218

This is to certify that the establishment shown below

NESSLER CENTER KITCHEN (N.P.)
2010 5TH AVE N
TEXAS CITY, TX 77590

Has completed the requirements of the Health District and is
hereby granted this PERMIT to conduct operations as a
1614-Exempt Medium Risk Food Operation

This permit is to be placed on display and remains valid for the
period shown below

Valid From: 07-01-2024 To: 06-30-2025

Unless suspended or revoked for non-compliance with the rules of the
Galveston County Health District. This permit is not transferrable



Martha Entinger
Consumer Health Services Manager

Phil Koer, MD
Local Health Authority



**STATE OF TEXAS DRIVING SAFETY COURSE
UNIFORM CERTIFICATE OF COMPLETION
COURT COPY**

This certifies that the student named herein has successfully completed a six (6) hour driving safety course that is approved and regulated by the Texas Department of Licensing and Regulation.

This certificate's validity can be verified within 5 days of the issuance date at www.tdlr.texas.gov/DESSearch

Under penalty of perjury, I certify that I have received six (6) hours of instruction.

P. Downey

Student's Signature

If you have reason to believe this certificate is not valid or the driving safety course taken did not meet the requirements in Texas Administrative Code Chapter 84 or Texas Education Code Chapter 1001, please file a complaint with TDLR at www.tdlr.texas.gov/complaints or mail to 920 Colorado St, Austin, TX 78701.

Court Information:

Student Name and Mailing Address:
PATRICIA DOWNEY
1614 VAUTHIER RD #14
LA MARQUE, TX 77568

WARNING: Altering, tampering, forgery or misuse of the certificate may result in criminal fines up to \$10,000 and/or up to 5 years imprisonment under the Texas Penal Code and Texas Education Code.

CERTIFICATE#: CP333-20156

Student Name:
DOWNEY, PATRICIA

Student DL No:
09103183

Student DOB:
11/09/1961

Provider:
CP333-Comedy Defensive Driving

Completion Date:
06/20/2024

Issue Date:
06/20/2024

Reason:
Work related



**STATE OF TEXAS DRIVING SAFETY COURSE
UNIFORM CERTIFICATE OF COMPLETION
INSURANCE COPY**

This certifies that the student named herein has successfully completed a six (6) hour driving safety course that is approved and regulated by the Texas Department of Licensing and Regulation.

This certificate's validity can be verified within 5 days of the issuance date at www.tdlr.texas.gov/DESSearch

Under penalty of perjury, I certify that I have received six (6) hours of instruction.

P. Downey

Student's Signature

If you have reason to believe this certificate is not valid or the driving safety course taken did not meet the requirements in Texas Administrative Code Chapter 84 or Texas Education Code Chapter 1001, please file a complaint with TDLR at www.tdlr.texas.gov/complaints or mail to 920 Colorado St, Austin, TX 78701.

Student Name and Mailing Address:
PATRICIA DOWNEY
1614 VAUTHIER RD #14
LA MARQUE, TX 77568

WARNING: Altering, tampering, forgery or misuse of the certificate may result in criminal fines up to \$10,000 and/or up to 5 years imprisonment under the Texas Penal Code and Texas Education Code.

CERTIFICATE#: CP333-20156

Student Name:
DOWNEY, PATRICIA

Student DL No:
09103183

Student DOB:
11/09/1961

Provider:
CP333-Comedy Defensive Driving

Completion Date:
06/20/2024

Issue Date:
06/20/2024

Reason:
Insurance

Texas Food Handler Certificate

Forestine Bell

Certificate Number: FSP195058

Issued on: 5/22/2023

Expires 2 years after issue date



FoodServicePrep

TXDSHS License #205
FoodServicePrep.com
1-800-712-1707

Food Service Prep LLC
13359 North Highway 183
Suite 406-660
Austin TX 78750

Texas Food Handler Certificate

Forestine Bell

Certificate Number: FSP195058

Issued on: 5/22/2023

Expires 2 years after issue date



FoodServicePrep

TXDSHS License #205
FoodServicePrep.com
1-800-712-1707
Food Service Prep LLC
13359 North Highway 183
Suite 406-660
Austin TX 78750

Children's Welfare Services

Galveston County Children's Services contributes to the welfare and safety of abused and neglected children in our community. Our mission is to help our County's children in need through the funding of various services and programs with our community partners. The Children's Services Board oversees these services, in addition to providing community outreach for child abuse prevention and awareness. We support the investigative and family-based services that are provided by Texas Department of Family and Protective Services and assist children in foster care through our assistance program for items such as clothing, diapers, food and school supplies.

The Children's Services Board of Galveston County has been active in the community for many years. Our goal is to continue our outreach efforts towards child abuse prevention and to support our community service providers towards improving the care and welfare of the children of Galveston County.

Board Members

- Charity Eames, Board Chair
- Jeanette Elias, Vice Chair
- Laura Stone, Treasurer
- Jackie Peden, Secretary
- Thomasine Allen, Member
- Jackie Conn, Member
- Rebecca O'Bannon, Member
- Nakisha Paul, Member
- Andrea Taylor, Member

Indigent Care Services

Financial Assistance

The County has partnered with the following non-profit organizations to help qualified residents with utility and rental assistance:

- M. I. Lewis Social Services Center
(281) 534-2043
www.milewisctr.org
- Salvation Army
(409) 935-1190
www.salvationarmytexas.org
- St. Vincent's House
(409) 763-8521
www.stvhope.org
- Catholic Charities Archdiocese of Galveston – Houston
Beacon of Hope Texas City
712 5th Ave. North
Texas City, TX 77590
PH 409.948.0405
FAX 409.948.0087
www.CatholicCharities.org
- Catholic Charities Archdiocese of Galveston – Houston
Beacon of Hope Galveston
4700 Broadway, Suite B-101
Galveston, TX 77551
PH 409.762.2064
FAX 409.762.2088
www.CatholicCharities.org

Guardianship Program

The County has partnered with Friends for Life to provide guardianship services. They serve as a guardian when a judge determines that an individual lacks capacity to adequately care for themselves and the individual does not have a family member qualified and/or willing to serve.

If you are calling about a referral, please contact Debbie Diaz, Galveston County Probate Court Investigator: (409) 770-5188.

Friends for Life

(254) 772-1255

www.friendsforlife.org

GALVESTON COUNTY, TEXAS

FEDERAL SINGLE AUDIT REPORT

**Fiscal Year Ended
September 30, 2023**

GALVESTON COUNTY, TEXAS

FEDERAL SINGLE AUDIT REPORT

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Honorable County Judge and
Members of the Commissioners' Court
Galveston County, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Galveston County, Texas (the "County"), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated April 30, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the County's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

OFFICE LOCATIONS

TEXAS | Waco | Temple | Hillsboro | Houston
NEW MEXICO | Albuquerque



Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Pattillo, Brown & Hill, L.L.P.

Waco, Texas
April 30, 2024



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH
MAJOR FEDERAL PROGRAMS AND REPORT ON INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE**

Honorable County Judge
and Members of the Commissioners' Court
Galveston County, Texas

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Galveston County, Texas' (the "County") compliance with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the County's major federal programs for the year ended September 30, 2023. The County's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the County and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the County's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the County's federal programs.

OFFICE LOCATIONS

TEXAS | Waco | Temple | Hillsboro | Houston
NEW MEXICO | Albuquerque



Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the County's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards* and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about County's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards* and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the County's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the County's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal programs on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal programs will not be prevented, or detected and corrected on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal programs that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the County as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the County's basic financial statements. We issued our report thereon, dated April 30, 2024, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements and certain additional procedures including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Pattillo, Brown & Hill, L.L.P.

Waco, Texas
April 30, 2024

GALVESTON COUNTY, TEXAS

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED SEPTEMBER 30, 2023

Federal Grantor/Pass-through Grantor/Program or Cluster Title	Assistance Listing Number	Pass-through Entity Identifying Number	Total Federal Expenditures	Passed Through to Subrecipients
<u>U.S. Department of Agriculture</u>				
Passed through the Texas Department of Agriculture:				
National School Lunch Program (Child Nutrition Cluster)	10.555	084-01250	\$ 197,157	\$ -
Total Passed through the Texas Department of Agriculture			<u>197,157</u>	<u>-</u>
Total U.S. Department of Agriculture			<u>197,157</u>	<u>-</u>
<u>U.S. Department of Commerce</u>				
Passed through the Texas General Land Office:				
Texas Coastal Management Program, Cycle 27	11.419	23-020-012-D606	21,350	-
Total Passed through Texas General Land Office:			<u>21,350</u>	<u>-</u>
Total U.S. Department of Commerce			<u>21,350</u>	<u>-</u>
<u>U.S. Department of Housing and Urban Development</u>				
Passed through the Texas General Land Office:				
Community Development Block Grants - Non-Housing Grant	14.228	DRS10052	2,317,747	-
Frenchman's Creek Acquisition	14.228	20-066-046-C455	3,001,867	-
Subtotal Assistance Listing 14.228			<u>5,319,614</u>	<u>-</u>
Total Passed through the Texas General Land Office			<u>5,319,614</u>	<u>-</u>
Total U.S. Department of Housing and Urban Development			<u>5,319,614</u>	<u>-</u>
<u>U.S. Department of the Interior</u>				
Direct program:				
Gulf of Mexico Energy Security Act (GoMESA)	15.435	42919	39,052	-
Total Direct Program			<u>39,052</u>	<u>-</u>
Total U.S. Department of the Interior			<u>39,052</u>	<u>-</u>
<u>U.S. Department of Justice</u>				
Direct programs:				
Edward Byrne Memorial Justice Assistance Grant Program	16.738 *	2020-DJ-BX-0637	25,987	21,930
Edward Byrne Memorial Justice Assistance Grant Program	16.738 *	15PBJA-21-GG-01879-JAGX	8,693	-
Subtotal Assistance Listing 16.738			<u>34,680</u>	<u>21,930</u>
State Criminal Alien Assistance Program (SCAAP)	16.606	15PBJA-21-RR-05003-SCAA	119,364	-
Equitable Sharing Program	16.922	TX0840000	51,717	-
Total Direct Programs			<u>205,761</u>	<u>21,930</u>
Passed through the Office of the Governor - Texas Criminal Justice Division:				
Project Safe Neighborhoods Program (South)	16.609	4240302	37,416	-
Violence Against Women Formula Grants - Prosecutor	16.588	2704111	300	-
Violence Against Women Formula Grants - Prosecutor	16.588	2704110	73,345	-
Violence Against Women Formula Grants - Prosecutor	16.588	3111107	79,824	-
Subtotal Assistance Listing 16.588			<u>153,469</u>	<u>-</u>
Law Enforcement Enhancement Project	16.738 *	4426901	95,970	-
Total Passed through the Office of the Governor - Texas Criminal Justice Division			<u>286,855</u>	<u>-</u>
Total U.S. Department of Justice			<u>492,616</u>	<u>21,930</u>

(cont.)

The accompanying notes are an integral part of this schedule.

GALVESTON COUNTY, TEXAS

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED SEPTEMBER 30, 2023

Federal Grantor/Pass-through Grantor/Program or Cluster Title	Assistance Listing Number	Pass-through Entity Identifying Number	Total Federal Expenditures	Passed Through to Subrecipients
<u>U.S. Department of Transportation</u>				
Passed through the Texas Department of Transportation:				
STEP - IDM	20.616	2023-GalCOSO-IDM-00031	\$ 5,987	\$ -
STEP - Comp	20.600	2023-GalCOSO-S-1YG-00018	19,062	-
Total Highway Safety Cluster			25,049	-
Total Passed through the Texas Department of Transportation			25,049	-
Total U.S. Department of Transportation			25,049	-
<u>U.S. Department of Treasury</u>				
Passed through the Office of the Governor - Texas Criminal Justice Division:				
Victims Assistance Coordinator and Outreach Project (VOCA)	21.027 **	2550009	115,724	-
Total Passed Through Office of the Governor - Texas Criminal Justice Division			115,724	-
Passed through the General Land Office:				
Jackson Street Bacliff Drainage Project	21.015	20-065-006-C004	4,073,020	-
Total Passed through the General Land Office			4,073,020	-
Passed through Texas Division of Emergency Management:				
COVID-19 - Emergency Rental Assistance	21.023	ERA2-4245	2,435,943	2,433,797
COVID-19 - State and Local Fiscal Recovery Fund	21.027 **	SLT-4246	13,922,503	1,434,985
Total Passed through the Texas Division of Emergency Management			16,358,446	3,868,782
Total U.S. Department of Treasury			20,547,190	3,868,782
<u>U.S. Election Assistance Commission</u>				
Passed through the Texas Secretary of State:				
2020 HAVA Election Security	90.404	TX18101001-01-084	97,335	-
Total Passed through the Texas Secretary of State			97,335	-
Total U.S. Election Assistance Commission			97,335	-
<u>U.S. Department of Health and Human Services</u>				
Passed through the Houston-Galveston Area Council:				
Transportation - Title III-B	93.044	HHS000874100015	162,346	-
Congregate Meals and Home Delivered Meals - Title III C1 & C2	93.045	HHS000874100015	315,157	-
Total Aging Cluster			477,503	-
Total Passed through the Houston-Galveston Area Council			477,503	-
Passed through the Texas Department of Family and Protective Services:				
Foster Care Title IV-E	93.658	285000035	47,453	-
Foster Care Title IV-E	93.658	285100033	518,559	-
Subtotal Assistance Listing 93.658			566,012	-
Total Passed through the Texas Department of Family and Protective Services			566,012	-
Total U.S. Department of Health and Human Services			1,043,515	-

The accompanying notes are an integral part of this schedule.

(cont.)

GALVESTON COUNTY, TEXAS

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED SEPTEMBER 30, 2023

Federal Grantor/Pass-through Grantor/Program or Cluster Title	Assistance Listing Number	Pass-through Entity Identifying Number	Total Federal Expenditures	Passed Through to Subrecipients
<u>U.S. Department of Homeland Security</u>				
Passed through the Texas Water Development Board:				
Flood Mitigation Assistance - Elevation Project	97.029	1500012085	2,472,663	-
Flood Mitigation Assistance - Elevation Project	97.029	1900012527	27,198	-
Subtotal Assistance Listing 97.029			<u>2,499,861</u>	-
Total Passed through the Texas Water Development Board			<u>2,499,861</u>	-
Passed through the Texas Department of Public Safety:				
Emergency Management Assistance/IKE	97.036	FEMA 1791-DR-TX	1,467,816	-
Emergency Management Assistance/Harvey	97.036	FEMA 4322-DR-TX	272,156	-
Subtotal Assistance Listing 97.036			<u>1,739,972</u>	-
Hazard Mitigation Grant Program	97.039	HMGP-DR-4332-TX#25	1,250	-
Hazard Mitigation Grant Program	97.039	HMGP-DR-4332-TX#239	2,065	-
Subtotal Assistance Listing 97.039			<u>3,315</u>	-
Total Passed through the Texas Department of Public Safety			<u>1,743,287</u>	-
Passed through the Texas Division of Emergency Management:				
Urban Area Security Initiative 2022- Regional Planner	97.067	2972308	51,705	-
Urban Area Security Initiative 2021- Regional Planner	97.067	2972307	204	-
Urban Area Security Initiative - 2022 Community Preparedness	97.067	2972208	65,871	-
Urban Area Security Initiative - 2021 Community Preparedness	97.067	2972207	14,799	-
Urban Area Security Initiative - 2021 EOC Enhancements	97.067	3917802	75,000	-
Subtotal Assistance Listing 97.067			<u>207,579</u>	-
Total Passed through the Texas Division of Emergency Management			<u>207,579</u>	-
Total U.S. Department of Homeland Security			<u>4,450,727</u>	-
Total Expenditures of Federal Awards			\$ <u>32,233,605</u>	\$ <u>3,890,712</u>

* Total expenditures for AL# 16.738 were \$130,650.

** Total expenditures for AL# 21.027 were \$14,038,227.

GALVESTON COUNTY, TEXAS

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED SEPTEMBER 30, 2023

Note 1 - Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal grant activity of the County under programs of the federal government for the year ended September 30, 2023. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the County, it is not intended and does not present the financial position, changes in net position/fund balance or cash flows of the County.

Note 2 - Summary of Significant Accounting Policies

Galveston County, Texas, accounts for federal funding using the modified accrual method of accounting. This basis of accounting recognizes revenues in the accounting period in which they become susceptible to accrual, i.e., both measurable and available, and expenditures in the accounting period in which the liability is incurred, if measurable, except for certain compensated absences, claims and judgments, which are recognized when the obligations are expected to be liquidated with expendable available financial resources. Equipment purchases for grant purposes are treated as expenditures in the Schedule of Expenditures of Federal Awards. Federal grant funds are considered to be earned to the extent of qualifying expenditures made under the provisions of the grant, and, accordingly, when such funds are received, they are recorded as unearned revenue until earned. Generally, unused balances are returned to the grantor at the close of specified project periods.

Note 3 - Indirect Costs

The County has elected not to use the 10% de minimis indirect cost rate as allowed in the Uniform Guidance.

GALVESTON COUNTY, TEXAS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED SEPTEMBER 30, 2023

Summary of Auditor's Results

Financial Statements:

Type of auditors' report issued	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

Federal Awards:

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Type of auditors' report issued on compliance for major programs	Unmodified
Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance	No

Identification of major programs:

<u>Assistance Listing Number:</u>	<u>Name of Federal Program:</u>
21.023	COVID-19 - Emergency Rental Assistance
21.027	COVID-19 - State and Local Fiscal Recovery Fund
97.029	Flood Mitigation Assistance - Elevation Project
97.036	Emergency Management Assistance

Dollar threshold used to distinguish between type A and type B programs	\$967,008
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Auditee qualified as low-risk auditee?	Yes
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**Findings Relating to the Financial Statements Which
Are Required to be Reported in Accordance With
Generally Accepted Government Auditing Standards**

None

Findings and Questioned Costs for Federal Awards

None

GALVESTON COUNTY



Office of County Auditor

Randall Rice CPA CISA CIO, County Auditor
Madeline Walker CPA CFE, First Assistant County Auditor

P.O. Box 1418, Galveston, Texas 77553

(409) 770-5304

722 Moody Ave 4th Floor, Galveston, TX 77550

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

FOR THE YEAR ENDED SEPTEMBER 30, 2023

None.

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GALVESTON COUNTY, TEXAS

STATE SINGLE AUDIT REPORT

**Fiscal Year Ended
September 30, 2023**

GALVESTON COUNTY, TEXAS

STATE SINGLE AUDIT REPORT

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FOR THE YEAR ENDED SEPTEMBER 30, 2023

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**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

Honorable County Judge and
Members of the Commissioners Court
Galveston County, Texas

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Galveston County, Texas (the “County”) as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the County’s basic financial statements, and have issued our report thereon dated April 30, 2024.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County’s internal control. Accordingly, we do not express an opinion on the effectiveness of the County’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the County’s financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

OFFICE LOCATIONS

TEXAS | Waco | Temple | Hillsboro | Houston
NEW MEXICO | Albuquerque



Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Pattillo, Brown & Hill, L.L.P.

Waco, Texas
April 30, 2024



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH
MAJOR STATE PROGRAM AND REPORT ON INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH
TEXAS GRANT MANAGEMENT STANDARDS**

Honorable County Judge
and Members of the Commissioners' Court
Galveston County, Texas

Report on Compliance for Each Major State Program

Opinion on Each Major State program

We have audited Galveston County, Texas' (the "County") compliance with the types of compliance requirements described in Texas Grant Management Standards (TxGMS) that could have a direct and material effect on each of the County's major state programs for the year ended September 30, 2023. The County's major state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended September 30, 2023.

Basis for Opinion on Each Major State program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of TxGMS. Our responsibilities under those standards and TxGMS are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the County and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major state program. Our audit does not provide a legal determination of the County's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the County's state programs.

OFFICE LOCATIONS

TEXAS | Waco | Temple | Hillsboro | Houston
NEW MEXICO | Albuquerque



Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the County's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards* and TxGMS will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about County's compliance with the requirements of each major state program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards* and TxGMS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the County's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the County's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with TxGMS, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a state programs on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state programs will not be prevented, or detected and corrected on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state programs that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the TxGMS. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of State Awards Required by Texas Grant Management Standards

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the County as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the County's basic financial statements. We issued our report thereon, dated April 30, 2024, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of state awards is presented for purposes of additional analysis as required by TxGMS and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements and certain additional procedures including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of state awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Pattillo, Brown & Hill, L.L.P.

Waco, Texas
April 30, 2024

GALVESTON COUNTY, TEXAS

SCHEDULE OF EXPENDITURES OF STATE AWARDS

FOR THE YEAR ENDED SEPTEMBER 30, 2023

<u>State Grantor/Program Title</u>	<u>State Grantors Number</u>	<u>Total State Expenditures</u>	<u>Passed Through to Subrecipients</u>
<u>Office of the Attorney General</u>			
Direct program:			
Statewide Automated Victims Notification Service	C-00201	\$ 25,213	\$ -
Total Office of the Attorney General		<u>25,213</u>	<u>-</u>
<u>Texas Department of Motor Vehicles</u>			
Direct programs:			
Texas Automobile Theft Prevention Authority	608-23-0840000	487,941	-
Texas Automobile Theft Prevention Authority	608-24-0840000	162,779	-
Total Texas Department of Motor Vehicles		<u>650,720</u>	<u>-</u>
<u>Texas Veterans Commission</u>			
Direct programs:			
Veterans Treatment Court	R-2022-03918	50,845	-
Veterans Treatment Court	GT-TVC22-004	139,747	-
Total Texas Veterans Commission		<u>190,592</u>	<u>-</u>
<u>Office of the Governor - Criminal Justice Division</u>			
Direct programs:			
Galveston County Adult Drug Court Program	2520011	114,652	-
Galveston County Adult Drug Court Program	2520012	10,145	-
Operation Lone Star	4371201	1,066,845	-
Body Worn Camera Enhancement Project	4380301	69,323	-
Law Enforcement Bullet-Resistant Shield	4606501	1,209,916	-
Total Office of the Governor - Criminal Justice Division		<u>2,470,881</u>	<u>-</u>
<u>Texas Indigent Defense Commission</u>			
Direct programs:			
Indigent Defense Formula Grant	212-22-084	205,160	-
Mental Health Public Defender - Core Program	MH-23-004	382,806	-
Total Texas Indigent Defense Commission		<u>587,966</u>	<u>-</u>
Total Expenditures of State Awards		\$ <u>3,925,372</u>	\$ <u>-</u>

The accompanying notes are an integral part of this schedule.

GALVESTON COUNTY, TEXAS

NOTES TO SCHEDULE OF EXPENDITURES
OF STATE AWARDS

FOR THE YEAR ENDED SEPTEMBER 30, 2023

Note 1 - Basis of Presentation

The accompanying Schedule of Expenditures of State Awards (the "Schedule") includes the state grant activity of the County under programs of the State of Texas for the year ended September 30, 2023. The information in this schedule is presented in accordance with the requirements of Texas Grant Management Standards. Because the schedule presents only a selected portion of the operations of the County, it is not intended and does not present the financial position, changes in net position/fund balance or cash flows of the County.

Note 2 - Summary of Significant Accounting Policies

Galveston County, Texas, accounts for state funding using the modified accrual method of accounting. This basis of accounting recognizes revenues in the accounting period in which they become susceptible to accrual, i.e., both measurable and available, and expenditures in the accounting period in which the liability is incurred, if measurable, except for certain compensated absences, claims and judgments, which are recognized when the obligations are expected to be liquidated with expendable available financial resources. Equipment purchases for grant purposes are treated as expenditures in the Schedule of Expenditures of State Awards. State grant funds are considered to be earned to the extent of qualifying expenditures made under the provisions of the grant. Accordingly, when such funds are received, they are recorded as unearned revenue until earned. Generally, unused balances are returned to the grantor at the close of specified project periods.

GALVESTON COUNTY, TEXAS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED SEPTEMBER 30, 2023

Summary of Auditor's Results

Financial Statements:

Type of auditors' report issued	Unmodified
Internal control over financial reporting: Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

State Awards:

Internal control over major programs: Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Type of auditors' report issued on compliance for major programs	Unmodified

Any audit findings disclosed that are required to be reported in accordance with Texas Grant Management Standards	No
---	----

Identification of major programs:

<u>State Grant Number</u>	<u>Name of State Program</u>
4606501	Law Enforcement Bullet-Resistant Shield
Dollar threshold used to distinguish between type A and type B programs	\$750,000
Auditee qualified as low-risk auditee?	Yes

**Findings Relating to the Financial Statements Which Are
Required to be Reported in Accordance With
Generally Accepted Government Auditing Standards**

None

Findings and Questioned Costs for State Awards

None

GALVESTON COUNTY



Office of County Auditor

Randall Rice CPA CISA CIO, County Auditor
Madeline Walker CPA CFE, First Assistant County Auditor

P.O. Box 1418, Galveston, Texas 77553

(409) 770-5304

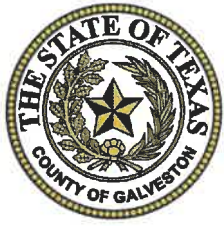
722 Moody Ave 4th Floor, Galveston, TX 77550

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

FOR THE YEAR ENDED SEPTEMBER 30, 2023

None.

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COUNTY of GALVESTON
COUNTY COURTHOUSE

722 MOODY AVENUE 2nd FLOOR GALVESTON, TEXAS 77550
Phone: 409-770-5562 Fax: 409-770-5560

April 9, 2025

Houston-Galveston Area Council
3555 Timmons Lane, Suite 120
Houston, TX 77027
Mailing Address: P.O. Box 22777
Houston, TX 77227

RE: Galveston County; Statement of Self-Insurance

To Whom It May Concern:

You have requested a certificate of insurance coverage.

Galveston County is self-insured for Auto and General Liability exposures. Its limits of liability are those currently established by the Texas Tort Claims Act, i.e., a maximum amount of \$100,000 for each person and \$300,000 for each single occurrence for bodily injury or death and \$100,000 for each single occurrence for injury to or destruction of property.

Galveston County is self-insured for Workers' Compensation under Title 5, Chapter 504 of the Texas Labor Code.

Sincerely,

A handwritten signature in blue ink that reads "Veronica Van Horn".

Veronica Van Horn
Legal Services Manager

**Galveston County Department of
Parks & Senior Services**

Congregate Meal

Operational Plan



Updated: 7/7/22

Martha Lee, Assistant Director

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Introduction

We serve well-balanced, hot, nutritious lunches that are prepared at a central kitchen and served daily at all senior centers. Meals are planned by a certified dietician to ensure all meals meet the one third nutritional requirements for older adults. For further information, please contact any of the following senior community centers:

- Bayside Community Center

4833 10th St

Bacliff, TX 77518

Telephone Number: 281-316-8822

Center Manager: Jo Ross

Email: jo.ross@galvestoncountytexas.gov

Hours: 8:00 am – 5:00 pm (Monday-Friday)

- Dickinson Community Center

2714 Hwy. 3

Dickinson, TX 77539

Telephone Number: 281-309-5011

Center Manager: Frankie Haynes

Email: Frankie.haynes@galvestoncountytexas.gov

Hours: 8: 00 am-5:00 pm (Monday-Friday)

- Johnson Community Center

4102 Main St. (FM 519)

La Marque, TX 77568

Telephone Number: 409-934-8148

Center Manager: Sherita Jenkins

Email: Sherita.jenkins@co.galveston.tx.us

Hours: 8:00 am-5:00 pm (Monday-Friday)

- Friendswood Activity Center

416 Morningside

Friendswood, TX 77546

Telephone Number: 281-482-844

Center Manager: Genie Balderaz

Email: gbalderaz@ci.friendswood.tx.us

Hours: 9:00 am-3:00 pm (Monday-Friday)

- City of Texas City

2010 5th Ave. North

Texas City, TX 77590

Telephone Number: 409-643-5877

Center Manager: Leonora Mendez

Email: lmendez@texas-city-tx.org

Hours: 10:00 am-2:00 pm Monday-Friday (Senior Program)

●City of League City
2105 Dickinson Ave.
League City, TX 77573
Telephone Number: 281-554-1183
Recreation Specialist: Brooke Holliday
Email: Brooke.Holliday@leaguecitytx.gov
Hours: 10:00 am-2:00 pm (Monday – Friday) Senior Program

Program Funding

The requirements for congregate services are to be used by providers in conjunction with the service delivery rules adopted. The service provided under the agreement or grant funded in whole or in part with the funds provided by the Area Agency on Aging, under the Older Americans Act, other funding source granted or contracted to the Area Agency on Aging for providing the service, or other funds pooled with such funds to meet the costs for services under the Older Americans Act

Assessment Forms

On a yearly basis an assessment form must be filled out and completed. It is the responsibility of, managing staff of each center to review the forms for any errors before submitting to the Galveston County Records Specialist for processing. It is the responsibility of managing staff to keep a current re-assessment list for verification purposes.

Service Logs

What do you do with service (Congregate) logs at the end of your daily shift?

Make sure congregate logs are completed on a daily basis. Please have clients initial in the box by the clients name and tally the initials at the end of the form for daily total. It is the responsibility of managing staff to review the congregate logs, sign and date. Submit completed congregate log sheets to the Records Specialist at the end of each week via email or inner-office mail. Make sure your congregate logs are written legible in ink and white out is not used. All cross-outs must be initialed.

Congregate Monthly Goals

It is the responsibility of the center manager that the meet their monthly goals. Each center goes by the following percentage and units:

- *Bayside Community Center= 16%
- *Dickinson Community Center=18%
- *Johnson Community Center=16%
- *Friendswood Activity Center=5%
- *League City Senior Center=34%
- *Nessler Senior Center=11%

Note: Numbers can change through our funding source

Food Handling/Certified

- Managing staff will attend Food Manager’s Training provided by an approved online course or in person where available and the certificate will expire 5 years from date of completion. Each managing staff member will attend the training within the 1st six months of employment. Existing staff will take the training course when due.
- Activity Assistants will attend Food Handlers Training provided by an approved online course or in person where available. The certificate will expire 2 years from date of completion. Each Activity Assistant will attend the training within the 1st six months of employment. Existing staff will take the training when due.

Meal Orders

A congregate meal order sheet is to be submitted each business day or in advance to order meals for each center. The approved way is to email the form to the Records Specialist and copy the Senior Services Supervisor. All orders are due by 1:00 pm the day prior. If there is anything specific you need, such as supplies, the meal delivery location or special requests please state it on the meal order form.

Grant Requirements

TITLE III SCOPE OF SERVICES

NUTRITION (TITLE III C1 AND C2)

Congregate Meals

The Older Americans Act (OAA) Title III-C, Nutrition Services includes requirements for congregate meals, nutrition screening, nutrition education, and nutrition counseling.

OAA Title III-C funds are for nutrition services that help older people in Texas live independently. The purposes of the OAA nutrition program are to reduce hunger, food insecurity and malnutrition, promote socialization of older people, and promote health and well-being of older people by giving access to nutrition and other disease prevention and health promotion services.

Subrecipients should ensure nutrition services meet requirements of the OAA and that they serve only eligible individuals.

Subrecipients must keep written policies and procedures to comply with all federal and state requirements and AAA policies.

Eligibility Requirements – Program participants must be 60 years of age or older. The Older American Act (OAA) ensures nutrition services are made available to:

- the spouses of eligible participants who participates in the program at the nutrition site.

The OAA also allows nutrition service providers the option to offer a meal, on the same basis as meals provided to participating older individuals to:

- individuals providing volunteer services during the meal hours; or
- a person with a disability who lives in housing facilities occupied primarily by people 60 and over and where they serve congregate meals.

Program Income - Program Income is a donation from program participants who received services. Contributions are used to increase services in the program area where they are donated. Contributions should be collected by providers. Providers should provide participants an opportunity to contribute. Participant contributes are voluntary and are not a condition to receive services. Participants should not feel coerced to contribute.

Service Activities - Activities include provision of meals and ongoing nutrition outreach. Other services, including information and referral, access to congregate meal sites, health and nutrition educational programs, or recreational activities may also be provided by resources other than the Older Americans Act.

Documentation - A unit of service equals one meal served in accordance with the Texas Health and Human Services Commission's (HHSC) Title III Nutrition Service Standards. The provider shall maintain official files containing information that identifies regular participants, documents eligibility, date the meal was provided, and gives procedures for emergency care. The provider shall use only the reporting and documentation forms provided by HHSC and or/the Area Agency.

Provider forms and documents for this service include the following: Client Checklist, Client Intake, Determine your Nutritional Health Checklist, Client Information Release (if applicable), Participant Rights and Responsibilities, Request for Service(s), Client/Service Change of Status, Monthly Invoice, Nutrition Education Sign-in Sheet, and Service Delivery Log.

The following forms must be complete for all new Title III Congregate Meal clients: Client Checklist, Client Request for Service(s), Participant Rights and Responsibilities, and Nutrition Risk Screening. **The forms must be updated and submitted to the AAA annually upon reassessment for existing clients.** Client/Service Change of Status and Client Information Release (if applicable), shall be submitted when necessary. Client Grievance and Participant Contribution Policies should be posted in the senior center and provided to the client during the Intake and Assessment process

Frequency of Service - Meals shall be served at least once a day, five days a week, and a minimum of 250 meals a year, except in a rural area where such frequency is not feasible Meal providers must serve meals in a congregate setting and must conform to all standards and requirements for nutrition services in the OAA Programs Title III Congregate Meal handbook. A congregate meal may be a hot or other suitable meal per day, and any added meals the provider chooses to serve at the congregate site.

A provider is not required to request a waiver if through their nutrition program (all sites) they are serving a total of five days a week in their service area. See OAA Part C – Nutrition Service, Subpart 1 – Congregate Nutrition Services, Section 331 (42 U. S. C. 3030e)

Example: A Title III nutrition provider serves meals two days a week (Tuesdays and Thursdays) at one site and three days a week (Mondays, Wednesdays, and Fridays) at another site would be considered serving five days a week.

Congregate Meal Site Closure - The decision to close a meal facility or change meal service is the responsibility of a meal provider's executive management, and AAA/HHSC does not have the authority to insist a nutrition provider remain open or close due to a health emergency or natural weather situation. When a congregate site must temporarily close, the site must activate its emergency preparedness plan or business continuity plan. Meal providers must detail how they will provide meals for people at high nutritional risk in their plans. A score a six or higher shows a high nutritional risk on the DETERMINE Your Nutritional Risk Checklist. Meal providers may provide chilled, frozen or shelf-stable meals to people who participate in the program for consumption at home during the site closure. The meal consumed at home rather than at the congregate site is reimbursed as a home delivered meal (HDM). The congregate meal provider's executive management must notify the AAA of the closure. If the temporary site closure exceeds the length of time outlined in the site's plans, the AAA and the meal provider must work together to decide how they will continue to serve people. Promotion of socialization is one of the purposes of the nutrition program so meal providers may not set up a regular takeout meal service. AAAs must ensure they, and their subrecipients, resume regular congregate meal services upon conclusion of the emergency or other situation.

Holiday Meal Delivery - Providers are required to provide holiday meal(s) on or before the actual day of the holiday. Providers should make holiday meals available to all eligible program participants. **The meals(s) must be counted and reported on the same day the client received them, not when they were intended to be eaten.**

Disaster Relief/Emergency Meals – Providers must furnish shelf stable meals for eligible participants effected by a disaster or emergency. A minimum of 5 meals should be provided per delivery, particularly during hurricane season. Emergency shelf stable meals should be provided in advance to known weather related events. If possible, emergency meals should be provided to eligible participants pre and post a disaster. Providers should have the necessary storage space to supply the appropriate amount of shelf stable meals. Providers will be reimbursed for emergency meals when the meals are delivered to eligible participants. Providers will not be reimbursed for shelf stable meals purchased to meet their contracted service delivery performance goals. Providers must maintain weather related documentation supporting the providers distribution of emergency meals. Examples of documentation are printed weather reports, disaster declaration, or emails from the State or the Area Agency on Aging.

A provider is required to request a waiver if their nutrition program (all sites) are serving hot meals less than five days a week in their service area. The provider shall request a waiver from the [Texas Department of Aging and Disability Services](#). The provider's waiver shall be requested prior to start of the fiscal year or before meal service begins. When a new Fiscal Year begins, providers must request a new waiver. Once granted, a waiver is valid until the end of the

Fiscal Year. When a new Fiscal Year begins, providers must request a new waiver. [See the Rate Setting Workbook to complete the Congregate Nutrition Provider Waiver.](#)

Nutrition Education Documentation – Providers are required provide older individuals nutrition screening and nutrition education, and nutrition assessment and counseling if appropriate, based on the needs of the meal participants. A qualified dietitian or a person with equivalent education and training in nutrition science must develop and approve the material. After the qualified dietitian or other qualified person provides training and guidance on using the materials, a nurse, social worker, therapist, congregate meal site director, wellness coordinator or other person may provide the nutrition education session.

Provide nutrition education to all recipients of nutrition services at least once every 12 months. Participants must receive at least 15 minutes of nutrition education annually.

Provide nutrition education to recipients of congregate meals in group settings or one-on-one. The Nutrition Education training must be documented.

Documentation - Document that nutrition education was provided and include the following:

- name of the meal provider;
- date of the session;
- name of the person providing the education;
- lesson plan or curriculum approved by the qualified dietitian; and
- name of each person receiving the service.

Reporting - Report the total units of service and the estimated number of eligible people who received nutrition education.

A unit of service = one session per participant. Count a session for every eligible person attending a nutrition education session.

The Area Agency, through a licensed nutrition consultant, will provide contractors with required Nutrition Education material, staff training, and Nutrition Education Sign-in Sheets. Providers are required to provide program participants with Nutrition Education at a minimum twice a year. Providers are required to submit the Nutrition Education Documentation to the Area Agency for compliance.

Nutrition Outreach – A written nutrition outreach plan shall be developed and implemented with emphasis on the preferred target group as defined in TAC 260.1 (f). Nutrition outreach service expenses should be included in budgeted costs for Congregate and Home-delivered meals.

Facilities Compliance - The provider shall follow procedures and maintain facilities that are in compliance with all applicable federal, state and local fire, health, sanitation, safety laws and regulations, and the Older Americans Act, §307 (a)(13). All food preparation, handling, and service activities shall comply with Texas Department of Health Division of Food and Drug, "Rules on Food Service Sanitation." The provider must provide a copy of all required inspection results to the Area Agency within five calendar days of receipt of the results.

Political Activity - Congregate meal sites must not be used for political campaigning except in those instances where a representative from both political parties running in the campaign are given an equal opportunity to take part or distribute political materials.

Religious Activities and Prayer - A congregate site or its staff must not sponsor, lead or organize religious activity and prayer. Providers cannot prohibit a person from praying silently or audibly at a congregate meal site if the person so chooses.

Training - The provider must provide at least one hour of training to all staff and volunteers who serve and/or deliver meals. Providers shall provide new staff with training within the 1st six months of employment. Existing staff shall provide training annually. This information must be provided before staff and volunteers assume duties and must include:

- Confidentiality of information about people served;
- Managing emergency situations related to a person served;
- The meal provider's role in emergencies and disasters;
- Safe and sanitary methods used in serving meals;
- Requirements for delivering meals for quality and safety;
- General knowledge and basic techniques of working with people who are 60 years of or older and people with disabilities; and
- Personal hygiene

The provider must provide all staff, including volunteers who come in contact with clients in a capacity other than just serving or delivering meals, with at least two hours of training before assuming duties. Training must include:

- Client confidentiality;
- Procedures used in handling emergency situations involving clients;
- Sanitary methods used in serving and delivering meals;
- General knowledge and basic techniques of working with persons who are aged and persons who are disabled; and
- Orientation in applicable OAA, the Area Agency's agreement, rules, procedures and policies.

The provider must provide the food service supervisor and food handlers with at least two hours of training before assuming duties. The training must cover the following sanitation and safety areas:

- Personal hygiene;
- Food storage, preparation and service;
- Equipment cleaning before, during and after meal service;
- Selections of proper utensils and equipment for transporting and serving foods; and
- Automatic and manual dishwashing procedures.

Disaster Relief/Emergency Services – Title III providers are required to participate and play a role in disaster relief activities which meet the needs of the elderly in planning for, during, and after natural, civil defense, and/or man-made disasters.

Providers located in disaster an affected area and/or located near a disaster area must participate in disaster relief efforts. (See Emergency Management under General Requirements) A provider's facilities, equipment, and vehicles should be available during emergencies and/or disasters according to a plan that places high risk older individuals as a priority. The provider shall adopt

written procedures to provide for the availability of vehicles and food for participants in emergencies and disasters.

Quarterly Valley Menu Meetings

Quarterly Valley menu meetings are scheduled and held at any one of the locations within the consortium. Galveston County Senior Services hosts a meeting once a year and held at Johnson Community Center. The quarterly meeting is attended by one or all community center managers, Senior Services Supervisor, Assistant Director or a representative. The menus are reviewed and discussed for the upcoming menu cycle.

MOU's

The Galveston County Department of Parks and Senior Services has executed inter-local agreements with the following city entities to provide congregate meal service for the grant year and is renewed on a yearly basis;

City of Friendswood
416 Morningside
Friendswood, TX 77546
Genie Balderaz
Phone Number: 281-482-8441
Email: gbalderaz@ci.friendswood.tx.us

City of Texas City
2010 5th Ave. North
Texas City, TX 77590
Leonora Mendez-Mata
Phone Number: 409-643-5877
Email: lmendez@texas-city-tx.org

City of League City
1071 League City Pkwy
League City, TX 77573
Brooke Holliday
Phone Number: 281-554-1183
Email: brooke.holliday@leaguecity.com

Shelf stable Meals

Providers are required to provide holiday meals (shelf stable meals) on or before the actual day of the holiday to ensure they have something to eat when we are closed. We are required to provide a box of shelf stable meals 5 units (5 meals) to all participants prior to the beginning of Hurricane season.

Poverty Guidelines/Required Postings

The following postings are required by HGAC and are to be posted where the participants can see in plain view;

- Consumer Grievance and Appeal Procedures,
- Poverty Guidelines
- Cost of meal/Contribution
- AAA and state agency contact information

The required postings are located under the w: senior drive; under the grant year, HGAC Provider Training & Forms. Highlight specific folder and click on forms.

Cash Handling

•**Congregate Meals:** Galveston County community center's staff are required to write a receipt for each donation received, receipt books are provided. Record the name of the client, amount, type of service, date, and write check number if applicable or cash; give the white copy to the client, place yellow copy in envelope with the cash or check, seal the envelope and pink copy stays in the receipt book. Each authorized employee will be responsible for his/her own receipt book. On a daily basis the funds will be verified and a daily cash reconciliation sheet will be completed by managing staff. The funds/paperwork will then be submitted to the Senior Services Administrative office. Locking bank bags will be provided to each driver to transport the collected funds.

- a. Deposits are to be placed inside the document drop box located outside the senior services administrative office. Senior Services Supervisor and Records Specialist have access to the document drop box and drop safe, if needed.
- b. When additional receipt books are needed, the Senior Services Supervisor will contact the Office Manager in the Auditor's office and request some.
- c. When authorized staff is in need for a receipt book, Senior Services Supervisor will issue a receipt book and record the assigned numbers.
- d. When the receipt book is completed, they are to be turned in to the immediate supervisor. The immediate supervisor must review the receipt book to assure that all receipts are filled out.
- e. H-GAC records or any documents pertaining to the grant and completed receipt books are to be kept for 5 years and placed in a secure area or archived.
- f. If a discrepancy is found, the immediate supervisor will contact the Senior Services Supervisor to resolve the issue with authorized staff. Examples of discrepancies include: receipt does not match the amount turned in, or a receipt is missing.
- g. The responsible person will provide a written explanation for all discrepancies found by staff or the Treasury Department. A written explanation should accompany all documents scanned and turned into the Treasury if found prior to distribution to the Treasury Department.

Incidents/Accidents & Personal Injury

All incidents and accidents should be immediately called in to your immediate supervisor and reported to the Senior Services Supervisor. If it is a life threatening, personal injury or safety issue, call 9-1-1 first before calling your supervisor. It will be the responsibility of managing staff to make sure all appropriate paperwork is filled out and policies are followed. In some

instances a drug screening will be required. If you are involved in an accident while driving a County vehicle, remain on-scene until otherwise or a police report is completed (if needed).

Any employee injured while at work must immediately notify their supervisor. The employee must complete and submit to their supervisor an injury/accident report prior to the end of the day the injury occurred. If the employee is unable to complete the injury report, the supervisor must complete the report with all the information available at the time. All injury reports are to be sent to the Senior Services Supervisor and Executive Administrative Assistant for the Director. Keep your supervisor posted in regards to your ability to return to work.

Accepting Gifts

As county employees, we are not permitted to accept gifts of any value from clients, clients' families, members of the general public, providers doing business with the county, or from any other private business and public entity as a result of employment.

Texas Administrative Code-Title 40, Part 1, Chapter 85, SubChapter D, Rule §85.302

Social Services and Assistance

Department of Aging and Disability Services

Implementation of the Older Americans Act

Older Americans Act Services

Nutrition Services

Each employee is to be given the opportunity to view this chapter upon their first week of employment for review.

Older Americans Act

Each employee is to be given the opportunity to view this act upon first week of employment for review.

Required Training

The provider must provide at least one hour of training to all staff and volunteers who serve and/or deliver meals. This information must be provided before staff and volunteers assume duties and must include:

- *Client confidentiality;
- *Procedures used in handling emergency situations involving clients;
- *Sanitary methods used in serving and delivering meals;
- *Volunteers and staff are required to take a food handlers training class that expires two years from certification.
- *Center managers are required to take a Food Managers training class that expires 5 years from certification.
- *General knowledge and basic techniques of working with persons who are aged and persons who are disabled; and
- *Personal hygiene.

Providers shall provide new staff within the 1st six months of employment. Existing staff shall provide training annually.

Suspension of Services

Managing staff can suspend service of a client for the following reasons:

- a. Deny service if the client's behavior is rude and unacceptable.
- b. Personal Hygiene: If a client has an accident/incontinence and soils their clothing.
- c. The client racially discriminates against the center manager, or at another client
- d. The client sexually harasses the center manager, or at another client

It is the responsibility of the managing staff to contact a family member to resolve the issue and to follow up to assure that the problem or issue has been corrected. Please see Code of Conduct for more detailed information.

Termination of Employment

Upon termination, please make sure you return any County owned property to your immediate supervisor.

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Galveston County

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ **Local Government**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
722 Moody, 4th Floor

6 City, state, and ZIP code
Galveston, TX 77550

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-						
--	--	--	---	--	--	--	--	--	--

OR

Employer identification number

7	4	-	6	0	0	0	9	0	8
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶  Date ▶ 01/02/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.